

## APPROACHING EMPLOYERS DIRECTLY

**Below is a suggested script to use when approaching employers directly for job opportunities**

**Step 1. Research organisations you would like to work for on Google and in the Yellow pages [www.yellow.co.nz](http://www.yellow.co.nz)**

**Step 2. Once you have found organisations you want to approach, send your CV and well written cover letter, addressed by name, to the manager or person who has the power to hire the staff in the organisation. If you cannot find that person's name and contact on their website, phone the organisation:**

"Hello, this is \_\_\_\_ ( your first name) \_\_\_\_ . "Could you please tell me the name of the manager/head of ..... department/person who hires your staff?"

*If the receptionist asks what it is regarding, you could say:*  
"I would like to send them an email/letter"

*Make sure you get the correct spelling of their name and the correct email/postal address:*  
"Could you please spell their name for me?"  
"Also could you please give me their email/postal address?"

*Always finish with: "Thank you very much"*

**Step 3. Several days after the email/letter and CV have been sent, follow up by phoning the organisation again to speak to the person you wrote to.**

"Hello, this is \_\_\_\_ ( your first name) \_\_\_\_ .  
Could I please speak with \_\_\_\_ (name of person) \_\_\_\_."

*If the receptionist wants to know why you want to speak to that person you could say:*  
"I recently contacted him/her and I am following up."

*If the receptionist says that the person is not there you could say:*  
"Could you tell me when he/she will be back?"

*If the receptionist asks you if they can take a message you could say:*  
"Thank you but I will call back another time. When would be a good time to ring back? *(It is better not to leave a message as the person may call you unexpectedly).*

*If the person is there and you have been put through:*

"Hello, this is \_\_\_\_ ( your name) \_\_\_\_ . I recently sent you an email/ letter and my CV and I was wondering if you have a moment to talk with me."

*If the person is too busy to talk now you could say:*

"What would be a better time to call you?" or "I could call you back at a better time."

*If the person is happy to talk with you now, here are some suggested opening lines to start the conversation:*

"I was wondering whether you have any work (or projects) coming up in the near future?"

Or

"I am looking for a (part time / full time / temporary.....) job and was wondering whether you have anything available"

Or

"I am a (student / recent graduate) in \_\_\_\_ (name of course) \_\_\_\_ and I'm looking for some work"

Or

"Would it be possible to make a time for me to meet with you briefly to discuss possible future opportunities in your organization?"

Or

"Could you tell me what roles you have in your organisation in which my skills may help?"

*The employer may take this opportunity to ask **you** some questions over the phone, so it may turn into a **phone interview**. Be prepared for this, as this first impression may result in them wanting to meet you!!*

**When a job has been advertised and you want to find out more about it, you can phone the employer to gain valuable information about the job**

"I am phoning to ask some questions about the position of \_\_\_\_ (job title) \_\_\_\_ advertised on \_\_\_\_ (date of ad) \_\_\_\_ in \_\_\_\_ (place of ad) \_\_\_\_."

"Do you have a job description of \_\_\_\_ (job title) \_\_\_\_ that I could see please?"

*Ask what you need to know because it is vital that you have a good understanding of what you're applying for. Be ready to answer questions they might ask about you. It could turn into a phone interview.*