

Sample Questions for Cold Calling

Reword the questions as needed depending on whether you are contacting a business by phone or dropping in on a business in person.

- What is the name of the person who does the hiring?
- May I speak with the person who does the hiring?
- My name is _____ and I'm inquiring about any job positions that may be open.
- Are you hiring right now?
- When would be a good time to pick up an application?
- (If not hiring) When would be a good time to call you again?
- Are you accepting applications for future openings?

Finding Openings by Networking

There is what many people call a “hidden job market”. A large amount of job openings are never advertised. They are filled with a person who heard about the job by word-of-mouth.

Word-of-mouth is also called *networking*. *Networking* involves friends, family and even acquaintances. When looking for a job, it is important to get the word out to as many people as possible.

The chart below is to help you brainstorm who you can contact to help find jobs in that hidden market. Think it over. Talk about who you can approach with your family. They may have some good ideas, too.

FAMILY MEMBERS

FRIENDS

NEIGHBORS

ACQUAINTANCES

Who Needs References?

We all need references.

References can be anyone who can verify what kind of person you are, such as your character and work ethic. Anyone except family, that is. As you gain experience, your references will most likely be former employers or co-workers. When you don't have much work experience, your references can be coaches, teachers, neighbors, and of course, anyone for whom you have done work for, including lawn mowing and babysitting.

Before you provide names and phone numbers for references, you should contact these people ahead of time and ask permission. Let them know you are looking for a job and ask them if you can list them as a reference.

List below the people whom may be willing to provide you with a good reference if contacted. Make sure you have the correct spelling of their name, address and phone number.

Reference 1: Name _____
Address _____
City _____ **State** _____ **Zip** _____
Phone _____ **Agree to be a Reference?** _____

Reference 2: Name _____
Address _____
City _____ **State** _____ **Zip** _____
Phone _____ **Agree to be a Reference?** _____

Reference 3: Name _____
Address _____
City _____ **State** _____ **Zip** _____
Phone _____ **Agree to be a Reference?** _____

Reference 4: Name _____
Address _____
City _____ **State** _____ **Zip** _____
Phone _____ **Agree to be a Reference?** _____

Contact/Interview Schedule

Name of Business	Address	Phone	Contact Name	Date Contacted	Misc. Info	Interview Date