

L1

Networking by phone:



"Hey, _____. This is _____. How are you?"

"Hi. I'm doing well. It's good to hear from you. How is everything?"

"I'm okay. I am calling to ask if there are any opportunities to work at the kennel. I really enjoyed volunteering and would like to return."

"Oh, I'm not sure if there are paid positions, but they are always taking volunteers. Do you want the manager's phone number?"

"That would be great! What is his name and number?"

"Bill Barkers, 555-555-5555."

"Thank you so much..."

"No problem."

"Goodbye!"

L2

Networking with a friend (face-to-face):

"Do you like working at Gamer's Paradise?"

"Yeah, it is kind of fun."

"Are they hiring?"

"I'm not sure..."

"Oh, can I get the phone number? Who should I ask for?"

Networking by phone:**L2**

"Good morning, Mr. Jones. This is _____."

"Hey, _____. How can I help you?"

"I want to start working when I finish school next month. Since you work at the lake, I was wondering if you know of any openings there."

"They usually hire for the summer. I'll talk to them and get back to you."

"Thanks! I look forward to hearing from you. Have a nice day!"

Leaving a voicemail:**L2**

"Hi _____. This is _____ (first and last name).

I hope you are doing well. I was calling to talk with you about my current job search.

I am looking for a job in the _____ (company name or area of interest) and would love to discuss whether you are aware of any job opportunities in this area.

Please, call me or email me at your convenience. My number is () _____ - _____.

My email is _____.

Thank you very much.

Good-bye."