Flowchart of Call to an Employer

Give your name to the person who answers the telephone

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Ask for the manager. (This may vary according to circumstances)

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Call the manager by name and say why you are calling. Give a 30sec spiel about yourself

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Ask for a brief interview to discuss possible employment —YES→ Time given or suggest time

↓ NO

Ask for a brief interview in the case of a future opening —YES→ Time given or suggest time

↓ NO

Offer to send resume —YES→ Ask to give it in person
N0 -> Mail/Email resume
YES -> Time given or suggest time

↓ NO

Ask if he/she knows of any other employers with possible openings —YES→ Ask if you can use his/her name as the source of the lead

↓ NO

Always ask permission to call back in the future

↓ NO

Thank them for their time