

## SAMPLE PHONE SCRIPT FOR SETTING UP AN INFORMATIONAL MEETING

- Use this script as a starting point and modify it with your own words and circumstances.
- On the phone you have less than 30 seconds to make a positive impression and communicate your purpose.
- To sound confident, make sure your voice pitch goes down at the end of your sentences. If it goes up you will sound unsure and tentative.

### Greeting and

Reference to Referral: Hello (contact's name), (referral's name) recommended that

I contact you. My name is (first and last name).

### Purpose:

I am currently in a job transition and am researching (industry, function, etc.) and (referral's name) thought you would be an excellent resource for me to find out (information you are seeking). The reason I am interested in this information is ...

### Reassurance:

I want to emphasize that I am gathering information at this time in my job search. I do not expect you to know about any job opportunities. My intent is to benefit from your knowledge and experience in (industry, function, etc.)

### Ask for the Meeting:

Would you be available to meet with me to discuss these topics for 20 or 30 minutes sometime next week?  
Whatever time and place is most convenient for you will work for me.

### Confirm:

in

I'll be meeting with you at (time) on (date) at (location).  
Let me give you my number in case you have any changes  
your schedule.

### Thank you:

Thank you for your time. I'm looking forward to talking with you