

## Being Proactive! A guide to what to say when job hunting.

If you are new to job search or are unsure what to say when talking directly to an employer, the script below is a useful guide and includes a few different scenarios to cover most situations.

You can send your CV and a well-written cover letter to the recruitment, talent acquisitions team or the hiring manager in the organisations you would like to work for. Or you could call them directly. Before calling ensure you have checked that they are not already advertising and research their organisation.

To find out who that person is, you could phone the organisation:

“Hello/ Kia Ora, this is (your first name). Could you please tell me the name of the person I can send my CV to as I am looking for a job / looking for information about your organisation?”

If the person asks for more information briefly explain what you have been studying, and you are looking for an opportunity or information about the company or wider industry.

Make sure you get the correct email address and spelling of their name:

“Could you please spell their name for me?”

“Also, could you please give me their email address?”

Always finish with: “Thank you very much”.

A week after sending your CV, phone 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 emailed them, and I would like to talk to them about this, please.”

If the receptionist says that the person is not there, you could say:

“Could you tell me when a convenient time would be to talk to them?”

If the receptionist asks you if they can take a message, you could say:

“Thank you” Then give them your message and details.

Or you can choose to call them back at a more suitable time. It is very important to have a clear and professional-sounding message on your phone voicemail.

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

“Hello, this is \_\_\_\_ ( your name) \_\_\_\_ . I recently sent you an email with my CV, and I was wondering if you have a moment to talk with me about, for example, opportunities at your company?”

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

“Is there a more convenient time I could call you?”

If the person is happy to talk with you now, here are some things you could say:

“I’m looking for a (part-time/full-time/temporary....) job and was wondering whether you have anything available?”

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

“I’m a (student / recent graduate) in \_\_\_(name of course)\_\_\_ and I’m looking for some work.”

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

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

“I am a Unitec student studying \_\_\_(name of course). I am ringing regarding the possibility of gaining work experience as part of my studies as an accounting assistant (change this according to the role you would like with that company) with your organisation.”

“I am new to the \_\_\_ industry and would like to gain a better understanding of it. I’d really appreciate it if you might have some time to discuss and answer some questions about this?”

### Pro Tips!

The person may take this opportunity to ask you some questions over the phone, so it could turn into a phone interview. Be prepared for this, as this first impression may result in them wanting to meet you. Even if you are feeling a little nervous or apprehensive, remember to always be polite, courteous, and enthusiastic when speaking to employers, you want to create a positive impression, and people generally want to help.

Finally, remember that job hunting is a marathon, not a sprint. According to Seek, “68% of New Zealanders who are currently searching for a new job have been looking for up to six months”.\*

\* <https://www.seek.co.nz/career-advice/article/how-long-does-it-really-take-to-find-a-new-job>. Seek 2020