

OUTLINE FOR CALLING PERSONAL CONTACTS

CONTACT NAME _____

I. Introduction

1. Renew the relationship. (Write what you will say to get the conversation started.)

2. "I want you to know that I really don't expect you to offer me a job, or even know of any job openings. I'm really just calling to ask for your help in finding contacts in the fields that interest me. (Write in your own words.)

II. Modified Power Greeting (Number as appropriate and write in any modification necessary for this Personal Contact.)

_____. Background

_____. Benefits (3)

_____. Accomplishments (2)

III. Review with them your Personal Contact Cover Letter

1. Primary Functions

2. Primary Fields

IV. Referrals

1.If you were me, who would you contact to begin exploring opportunities in these fields?

2.Some of the companies that interest me include (List 10 companies of interest):

What contacts do you have in these companies?

3. Who do you know who might know someone in any one of these companies?

4.If your company needed this type of product/service, who within your company would know who to talk to in order to obtain it?

5. Who do you know who knows lots of people?

Can I use your name in contacting them?

V.Obtain Names and Addresses (Use additional paper)

VI.Keep in Touch

Would it be alright with you if I kept you informed of my progress throughout my campaign?