

Follow-up Call to Hiring Manager (after Sending Resume)

YOU:

☺ "Hello Ms. Whoever, I'm John Smith, a (10 words or less defining yourself professionally with 1 key selling point). As I wrote in my email on (day), I'm interested in the (job title) position & I wanted to introduce myself. Do you have a moment to talk about the role?"



HIRING MANAGER:

"No . . ."



"Fair enough. Again, I'm _____ & I look forward to you. Thanks!"



"What can I do for you?"



"Well, what's the most crucial thing you're looking for in a candidate for this role?" (Listen, then describe how you are/have that.)



Suggest an interview. Whatever response you get, keep smiling. In the end, thank the hiring manager for talking with you.



"Tell me about yourself."



"Thanks for asking. (Give 30-second answer emphasizing your Key Selling Points) Is there anything else you'd like to know?"



"(Other)"



(Think on your feet!)



Take notes on how it went, learn from the experience – & congratulate yourself for taking this brave step!

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