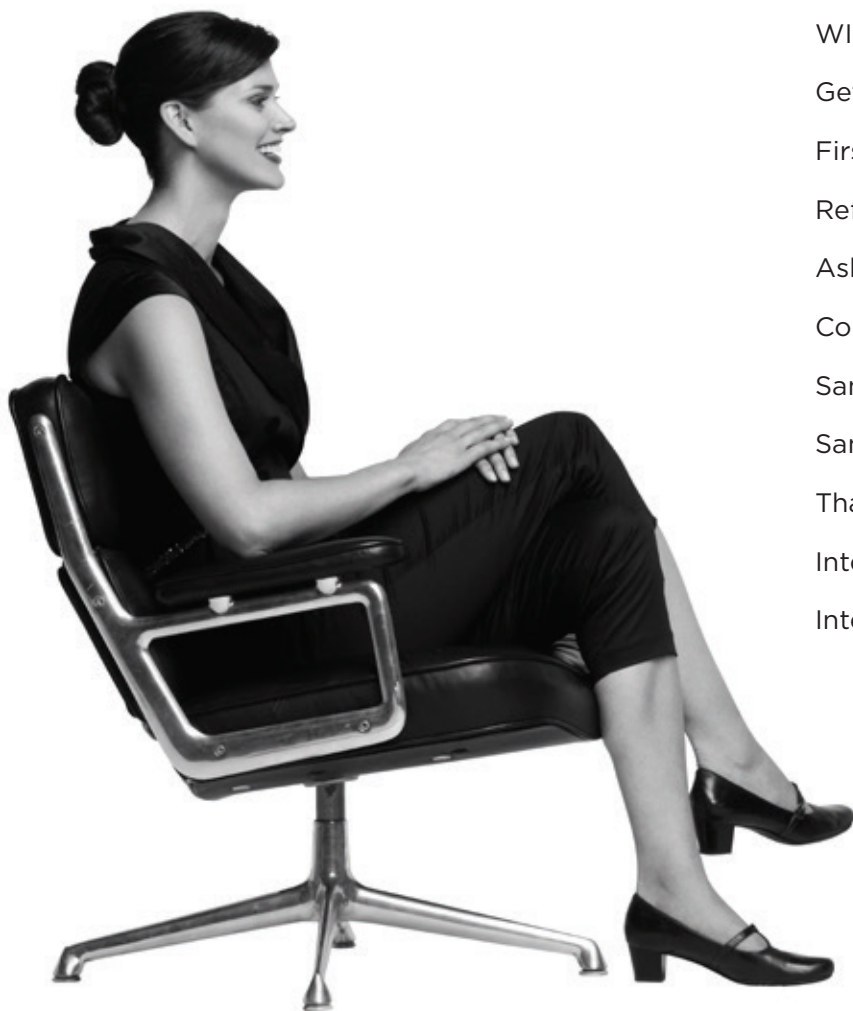




AppleOne

## *Navigating the Hiring Process*

# *Helpful Scripts and Templates*



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### Commercial Script

1 I have \_\_\_\_\_ years of experience in \_\_\_\_\_.  
(in target job function | in target industry | performing a key related job task)

2 In that time I was able to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(most impressive 1-2 examples of what you've done-be quantifiable)

My \_\_\_\_\_  
(Boss, first name/job title | colleagues)

3 \_\_\_\_\_ would tell you that I am \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(most relevant traits of what people you've worked with would say about you)

4 because I \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(second most relevant and impressive thing you've done)

### Get Recommended Script

Dear \_\_\_\_\_,

*I am starting a new career search, so I am updating my LinkedIn profile page to have as much impact as possible. I have always respected you as a mentor and a professional, and your recommendation on my profile would be very meaningful. In particular, I am trying to highlight or prove that I*

\_\_\_\_\_ because as you'll recall that resulted in \_\_\_\_\_  
(key accomplishment)

\_\_\_\_\_.  
(quantifiable profit, savings or productivity contribution for the company).

*I hope that you will consider leaving me a short recommendation. It would mean a lot to me, and if there is ever anything I can do for you, please let me know.*

## **First Call to Confirm a Reference**

*It is great speaking with you again. I was just thinking how much I appreciated you as a mentor. I am preparing for a career change and I was wondering if you would feel comfortable recommending me to another employer.....(wait for response). Thank you so much. I will let you know before I provide your contact information to anyone, but generally which daytime phone number and email address would be best? I know they will ask me to provide your current title and company. May I confirm that \_\_\_\_\_ . Great. I really appreciate this. If there is ever anything I can do for you, please let me know.*

## **Follow-up Call About a Target Company**

*My career search is starting to produce some results. I am applying for a job at \_\_\_\_\_, and they have asked for references. Are you going to be around in the next few days or is there anything I should let them know about the best time or method to get in touch with you? Thank you. They are looking for somebody who: \_\_\_\_\_*

*and as you recall I \_\_\_\_\_ and \_\_\_\_\_ when we worked together from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) at \_\_\_\_\_ (company).*

### ***Asking for a Referral***

*It has been a while since \_\_\_\_\_, (reminder of how you know each other) so I just wanted to check in and see how you were doing. Things are great with me. I am actually really excited. I am preparing for a career change and looking forward to discovering my next opportunity. If you happen to know anybody who needs \_\_\_\_\_ (desired job) or somebody who can \_\_\_\_\_ (primary skills) you would really be helping me out. I am especially targeting companies like \_\_\_\_\_ (target company). So if you know anybody in that company or any other companies that also offer \_\_\_\_\_ (top priority) please let me know. Just as a reminder about my career. (use WIFM commercial speech) I'd really appreciate any advice or assistance you could give, and if I can ever help you in any way, please let me know.*

### ***Confirm an Email Address***

*I'm supposed to email some important documents to Jill Smith, but the email is being returned to me. Is her address `jsmith@company.com` or do I have that wrong? Great. Do you have her extension by any chance?*

### Sample Target Employer Email

**A** My research tells me that \_\_\_\_\_  
(you/your company)  
 could be a good fit for my background because I see an opportunity to make a contribution to your

**B** \_\_\_\_\_  
(state a learned or expected need for your skills).

**C** (Insert **WFM** commercial speech from Page 9)

**D** I am going to be networking in your area next week and hoped you could be available for a brief introduction. Your time is valuable and I would focus on our introduction being a good use of your time. Would next week be reasonable or would a time to speak with me briefly on the phone work better?

### Sample First Voicemail

Good morning (Ms. / Mr.) \_\_\_\_\_, this is  
(last name)  
 \_\_\_\_\_ to follow up on an email I sent. I am  
(your name)  
 calling because I learned that your company does

\_\_\_\_\_ and I believe  
(something you can contribute or be relevant to)  
 I can contribute based on past experience. Let me explain:

(Insert **WFM** commercial speech from Page 9.)

Even if you do not have any job openings currently I am confident that an introduction would be a valuable use of your time. You never know what you will need in the future, and with my experience in \_\_\_\_\_  
(relevant industry | relevant department)  
 at the very least I will be able to offer you some valuable insights. My name again is \_\_\_\_\_ and my  
 number is \_\_\_\_\_.  
(phone number)  
 Again, my number is \_\_\_\_\_.  
(phone number)  
 I hope that you have a wonderful day.

### ***Thank You Note***

Dear \_\_\_\_\_,

*Thank you for taking the time to meet with me today. I enjoyed learning more about \_\_\_\_\_.*

(company name)

*As you described the position and I developed a stronger sense of the company's culture, I grew increasingly excited because it felt like such an amazing fit. I am looking forward to our next opportunity to speak.*

*Thank you,*





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## Sample Target Employer Email

Thank you for your time and information about the position of \_\_\_\_\_.

What I learned is that you need someone who can \_\_\_\_\_.

(task/ability)

After taking some notes after our meeting, I can confidently match myself to your team and the position because I have \_\_\_\_\_.

(accomplishments)

and in past performance reviews/or award earned my boss stated that I was appreciated for my \_\_\_\_\_.

(traits)

The reason I am even more interested in the position with your team is because I would have the opportunity to work under your mentorship and with your team.

As I mentioned earlier, I work hard every day, and take pride in doing things to exceed expectations. I would like to be a contributing employee at your company and I hope you will offer me this job. May I answer any questions or can we speak again soon?

## Sample First Voicemail

(Mr. | Ms.) \_\_\_\_\_,  
(name)

This is \_\_\_\_\_.

During our interview for the \_\_\_\_\_  
(position/title)  
position, you mentioned that you expected to be scheduling a second round of interviews at about this time, so I wanted to check in to see if I could answer any lingering questions for you or schedule that follow-up interview. I am still very excited about the position. I've been doing some more research about \_\_\_\_\_  
(company name)

and I discovered \_\_\_\_\_.

(key fact from your research)

which reconfirms my belief that I would greatly enjoy being a very successful and contributing employee for you, because \_\_\_\_\_.

Please call me back so that I may answer your remaining \_\_\_\_\_.

(job match)

questions about the measurable contributions I can make on your team.