**Sample Cold Calling Scripts**Cold calling is when you contact a business directly to ask if they will take a Work Experience Student.

Picking up the phone to ask for a Work Experience placement out of the blue can be intimidating, but it does get easier with practice. Here, you'll find some examples of things to say when you're cold calling. Fill in the blanks with the relevant details, then have your script handy when you’re making your cold calls. You can practice these scripts and use the same words if you are going into the business to ask face to face.

If the business says that they will get back to you and they don’t within a week, follow up with a second call. If they call you back and you miss the call, ensure that you return the call.

These scripts are just suggestions to get you started. If you have your own ideas for a cold calling script, or if your call needs more specific information than these general scripts, you can always write your own. Feel free to steal anything you like from these sample scripts.

**General Cold Calling Intro**

Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m hoping to speak to someone about possibly doing some Work Experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Asking about work experience opportunities**

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I'm a student at Urrbrae Agricultural High School. I’d like to discuss the possibility of doing work experience with your organisation/business.

**Follow up phone call**

Hello, \_\_\_\_\_\_\_\_\_. How are you? My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m just calling regarding my inquiry about Work Experience last week. Would you like me to provide you with any further information?

**Returning a missed call**

Good morning, I’d like to speak to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_ , I’m just returning a call about my enquiry about work experience at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .