



Networking: Warm Contacts

Warm contacts consist of family, friends, teammates, volunteer groups, past co-workers etc. The individuals on your warm contact list are those who know you well and are aware of your skills and abilities. They act as a great source for suggestions, contacts, and new ideas for job leads.

Phone call script for warm contacts

1. Set the Stage

“Hi Lisa, It’s Kerri. How have you been? Well, I am currently looking for work and I was wondering if you could help me out.”

2. Make sure you have their undivided attention

“Do you have some time to speak with me now? If not, will you have time in the next day or so to talk?”

3. Letting them know what you are looking for.

“I’m looking for an opportunity to work as a financial officer with a financial company or bank.”

4. Put their feet to the fire and flatter them a bit.

“When we worked previously together you were a great resource of information and I was hoping you could help me out by providing me with some possible contacts or leads?”

5. Positive Response – Close the Loop.

“Thank you. I will call you next week after I speak to (the referral) to let you know how things went.”

6. Negative Response – Trying to turn it around

“This is really important to me. Would it be possible for you to give this some thought? I would like to call you in a couple of days to see if perhaps you may come up with some ideas or names? Would that be all right?”

Networking: Action Plan



Fill in the graph below of all the groups of people you know. When you complete the detailed list, ask yourself how many of these people are aware you are; A) looking for a job or B) aware of the type of job you are seeking. An important part of a job search is enlisting the people you know to assist your efforts.

Groups of People you Know

Number of People/

i.e. Soccer Team

10

Group Name: Soccer Team

Name

Address

Email

Telephone

Action Taken

Lisa Stewart

222 St. John St

lisa@home.ca

902.333.2222

Called and Emailed

Coach Billy

333 Josepf Ave

billy@coach.ca

902.333.2222

Emailed the visit

