**Cold Call Flowchart**

Use this flowchart as a framework to guide your cold call to invite companies and organizations to attend Windsor’s Reverse Career Fair.

1. Hook/Introduction- Example: *Hi my name is \_\_\_\_\_\_\_\_\_ , I am calling from Windsor Secondary about an opportunity. Can I speak with a manager or representative of company name.*
2. Reintroduce if passed off to manager
3. Invitation to attend Windsor student presentations of their future career plans and aspirations.

Details- When: June 5th evening Where: Windsor Secondary

1. Highlight benefits to company

* Meet or hire students
* Opportunity to network with students and other businesses.

1. Closing- Ask for an email so that you can email to follow up and CC your teacher/the Reverse Career Fair organiser will provide more details and be able to answer any questions.

*Thank you for your time and consideration.*