Preparing phone scripts
A common pet peeve of recruiters is someone who rambles on. The same lesson applies to your networking contacts. Write down some bullet points before you pick up the phone so you'll be ready when you talk to them or reach their voicemail. Make a conscious attempt to speak slowly and enunciate clearly.

Basic structure for leaving a “cold call” voicemail:

1. **Introduce yourself and who you are**

2. **Explain the connection** (e.g. who referred you) or how you got their name and phone number (e.g. LinkedIn connection? Online article search? @cal Alumni Directory?).

3. **What is your request?** Examples include: asking for general advice and industry insights, explaining that you’re interviewing with their company soon and asking for insight, and inquiring about internship/project opportunities within their company.

4. **Request a meeting.** At this point, don’t get too specific with what sort of meeting (phone or face-to-face) or any logistics.

5. **Leave your phone number.** Speak slowly and repeat your name and phone number.

*For example:*

“Hi Bill, my name is Peter Gibbons. I’m a Haas MBA student and I got your phone number from the @cal alumni directory. I see that you’re working for Initech as a product manager and that you’re also listed in the directory as someone that could provide career advice. I’m hoping to chat with you to find out more about working as a product manager in Silicon Valley. I’m calling to ask if you might have some time in the next week or so to answer some questions and give me some advice. I can be reached on my cell phone at 510-555-5555. Again, my name is Peter Gibbons and my number is 510-555-5555. Thanks in advance for your time and I look forward to hearing back from you soon.”