



Career Connection

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Younkin Success Center, 2nd Floor
(614) 688-3898

Contacting an Organization Seeking Openings

Sample One:

“Mr. Williamson, my name is _____ and I am an accounting major at The Ohio State University. I would like to speak to you about an accounting clerk position with Toro Investment Company.”

Sample Two:

“Hello, this is _____ calling about the internship position with family court that your agency listed in the field experience notebook in the Career Services Office at The Ohio State University.”

Cold Calling

Sample One:

“Hello, Dr. Sanchez, I am a psychology major at The Ohio State University. Professor Alma suggested I call you to discuss a case worker position under your direction at the state hospital”.

Sample Two:

I read about an internship with the American Cancer Society in the National Internship Directory and am calling to get more information about this opportunity. My name is Ivana B. Astar and am a student at The Ohio State University.

Sample Three:

“Good morning Mr. Brown, I am a student at Ohio State University, majoring in Sociology and would very much like to know how do you go by advertising your internship/employment opportunities.”