

# PHONE CALL TEMPLATE



**Introduction:** "Hi, my name is [Your Name], and I'm a student at North Valley. I'm calling to set up a 4-hour job shadow. Is [Contact from spreadsheet] available?"

**Explain the Purpose:** "I'm interested in learning more about [specific field/job/department] and would love to shadow someone to see what a typical day is like."

**Propose Date and Time:** "I'm free on [preferred date(s)] and can do either 8 a.m. to 12 p.m. or 1 p.m. to 5 p.m. Does either time work for you?"

**Confirm Details:** "Great! Could you confirm the address, any dress code, or anything else I need to bring or know before I come?"

**Wrap Up:** "Thanks so much for helping me set this up! I'm excited to learn more about [the field/job]. I'll see you on [confirmed date] at [confirmed time]. If anything changes, feel free to reach me at [your contact information]."

**Closing:** "Thanks again, and I'm looking forward to it!"