# Cold calling action grid

Cold calling is when you contact an employer directly to ask if they have any jobs available. It's a good way to find out about jobs that aren’t advertised.

Most people you cold call won’t be able to help you. This means you need to make lots of cold calls. You can use an action grid to keep track of all your calls.

The action grid prompts you to write down:

* who you spoke to
* when you spoke to them
* what they said
* what you need to do next.

Here’s a sample action grid to get you started.

For more information about cold calling, visit our [What is cold calling?](http://www.youthcentral.vic.gov.au/jobs-and-careers/how-to-find-a-job/ways-to-find-a-job/what-is-cold-calling) page and our [Tips for successful cold calling](http://www.youthcentral.vic.gov.au/jobs-and-careers/how-to-find-a-job/ways-to-find-a-job/tips-for-successful-cold-calling) page.

Good luck, and happy cold calling!

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date and time** | **I spoke to** | **They work at** | **They said** | **I need to** | **I did it on** |
| 12 May, 10am | Jake Smith | Baker’s Delight, 5 Pear St, Preston  Ph: XXXX XXXX | There might be a casual job on the weekends  Claire Doe does the hiring – she works Wed–Fri | Call Claire next Wednesday | Wed 14 May |
| 14 May, 11am | Claire Doe | Baker’s Delight | Send my resume and a cover letter to: bakersdelight@bakersdelight.com.au | * Polish up my resume * Write a cover letter * Email it | Resume: 14 May |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |