

## SCRIPT FOR MAKING THE INTERNSHIP INTERVIEW CALL

Source: Tigard-Tualatin School District

Hello. My name is \_\_\_\_\_. May I please speak to (name of contact person)?. *(If the person is not there, leave your full name and purpose of your telephone call. Tell the person taking the call that you will call the person back.)*

I'm calling from (name of school from which you are calling).

(Name of contact person), I understand you have offered to be a site for an internship. If possible, I would like to set up a time to complete an internship interview with you.

What time would be most convenient for you? (date and time they give you) is fine. Thank you.

(If unfamiliar with location of company) Could you please give me directions on how to get to your company? *(Make sure you write these directions down. If you are driving, ask about parking.)*

Thank you very much for your time. I look forward to seeing you on *(repeat time and date of interview to make sure you have it correctly)*.

## SCRIPT FOR CONFIRMING THE INTERNSHIP (to be made several days before internship)

"May I speak with *(name of contact person)*, please?"

Hi, my name is *(give your name)* calling from *(name of school/program)* to confirm my internship assignment on *(dates and time)*.

Thank you and I look forward to seeing you. [If your contact person is not available, leave a message and leave the same information written above.]