

# **COLD CANVASSING**

## **HOW TO COLD CANVAS:**

- **Keep a record**
  - (where you handed the resume in, what date you handed it in, and who you handed it to)
- **Dress in interview clothes**
  - To look professional/ready to work **AND** in case you get an on-the-spot interview
- **Have your resume/photocopies of relevant certificates ready to go**
  - (in your hand and in a folder)
- **Always ask for the manager**
  - (they are the only person in the position to hire you)
- **Make sure to get a definite answer (Yes, No, or Maybe) before leaving**
  - **If they don't have any jobs going, ask** "Do you know of anyone looking for staff?" or "Do you have any positions that may be coming up at a later date?"
  - **If they give you a specific time to return**, make sure to come back/contact them at that time
- **Take the manager's card or the business's card**
  - (so you have the correct name/number to follow up your resume with)
- **Be polite & thank them for their time**
  - You did not have an appointment and they are busy people

## **WHEN AND HOW TO FOLLOW UP:**

- **Either** 1 month after you handed in your resume **OR** at the specific time they told you to return/contact them
- Follow it up 3-4 times

*"Hi, can I please speak to (manager's full name). Hi, this is (your full name). I was in on (day/date) and I enquired about (type of job) work and left my resume with you. I just wanted to see if you had read over my resume and wanted to know if any positions had come up that I might be suitable to apply for."*