

## How to Drop off a resume at a business and how to ask whether or not they are hiring?

- 1. Ask for the Manager or the Supervisor in charge:**

- 2. Introduce yourself:**

“Hi, my name is Johnathan Kay. I have work experience in food service and factories. I am hoping you might have some work opportunities that would match my skills and abilities. I like to keep things neat and organized and I don’t mind doing repetitive tasks. You will find I am a very reliable and dependable person who takes direction well. Do you have any current vacancies?”

- 3. If there is a position available:**

“I brought my resume. Can I leave it with you or is there an application I have to fill out too?”

- 4. If not, say:** “Could I leave my resume if a vacancy comes up in the near future? “

- 5. If they take the resume:** “Thank you for taking the resume. Who should I follow up with about the position?”

- 6. If they don’t take the resume:** “Thank you anyway. Have a great day.”