

Administrative Assistant

Step One:

Hi _____, this is (*your name*) with (*your company*). I was wondering if you could help me?

****DO NOT ASK “HOW ARE YOU TODAY?”**

Step Two:

May I speak with (*name of person you are calling*)?

If you do not have a name of a person, ask the following: Could you give me the **name** of the person in charge of the strategic direction of the company; the CEO; the person responsible for the bottom line results of the company; the owner; etc. (use whichever one fits your industry).

(see objection sheet)