

## ASSUMPTIVE CLOSE

### CANDIDATE EXAMPLES

- 1) **SC to CANDIDATE:** *“This is Christine with Next Level. Jim Smith recommended you for a position I’m working on with ABC Industries. Simon thought you might be quite interested in this opportunity. I would love to chat with you. Are you open to talking tonight?”*
- 2) **SC to CANDIDATE:** *“Great news! I was able to secure a salary of \$128,000, 15% bonus and three weeks of vacation, plus paid holidays of course. Based on all of our past discussions, this offer is above your minimum requirements to accept the position. It sounds like congratulations are in order! What do you think? Should I let the VP you will be calling to accept the position?”*
- 3) **SC to CANDIDATE:** *“The hiring manager is available to meet on Tuesday at noon for lunch at the Green Café. I know you’re excited to meet him and discuss this potential opportunity. Should I let him know you’ll be there?”*
- 4) **SC to CANDIDATE:** *“I’ll look for your resume in my inbox first thing Monday morning. That will give you the weekend to make any updates.”*
- 5) **SC to CANDIDATE:** *“Hi Laura! I’m calling to let you know that the Senior Director role with Next Level has officially opened up. I’d like to present you today, so please send me your most current resume.”*
- 6) **SC to CANDIDATE:** *“I’m thrilled to let you know that the offer we discussed verbally is being put in a written offer letter as we speak. Why don’t we go ahead and discuss some resignation tips, assuming the written offer reflects what has been discussed verbally. Sound good?”*