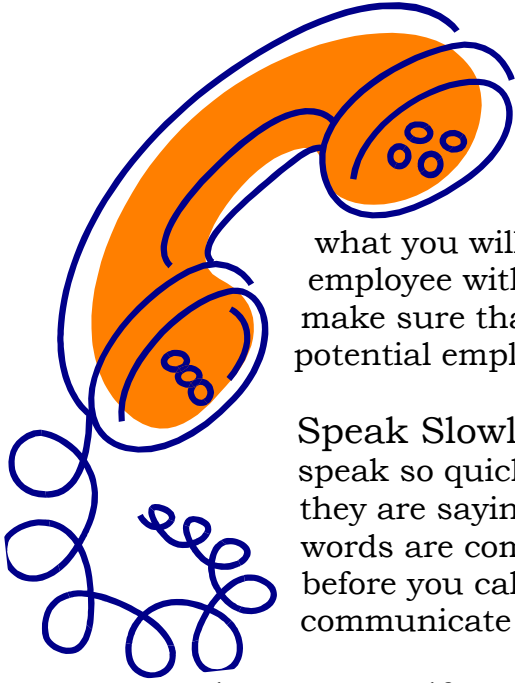


## TIPS FOR CALLING EMPLOYERS



**Rehearse.** Practice makes perfect! Practice aloud what you will say before you call. Many employers will want an employee with a pleasant phone manner. Practicing helps you make sure that you have a smooth, clear speech that will impress potential employers.

**Speak Slowly and Clearly.** When people are nervous, they often speak so quickly (or quietly) that others cannot understand what they are saying. Slurring words together and mispronouncing words are common results of speaking quickly. Take a deep breath before you call. You will feel more relaxed and be more likely to communicate clearly.

**Introduce Yourself.** Be sure to tell the employer who you are! Remember that you are not the only person applying for the position. At the time of your call, the employer may not have reviewed applications or resumes. When she/he does review them, your name will stand out in his/her mind as a responsible person with excellent follow-through.

**Take Notes.** Have a pen and paper ready to write down important information. Be sure to note the name of the person you speak with. If you missed it, try asking the person to spell their last name for you. Also write down any important phone numbers and dates. Employers may even give a brief job description over the phone. It's a good idea to write down all of the information you receive in case you forget later. Remember, asking clarifying questions shows intelligence and thoughtfulness. Don't be afraid to ask questions!

**Leave a Message.** If the person you are calling is unavailable to speak with you, don't just hang up! Leave a message. Include your full name, telephone number, and reason for your call.

**Say Thank You.** It is extremely important to be polite regardless of whom you speak with. A rude caller makes a very bad impression. Saying "please" and "thank you" go a long way.

