

HOW TO MAKE A **GOOD** PHONE CALL



The key to success is to **PREPARE** and **BE CONFIDENT**

- Think about what you are going to say.
- Write down questions to ask.

- Find a quiet environment. Inside is best.
- Sit down if you feel more comfortable.
- Have a pen and paper with you to write down information during the phone call.

- Smile when you talk. Your voice will sound more happy.
- Remain friendly and happy even if they don't offer you an interview or job, because things may change in the future! End the phone call with "Thank you for your time, have a good day".