

Session 2 : Tools for Job search Recommendations for telephone use

A TOOL FOR:

- ✂️ Obtaining information on companies and professional contacts.
- ✂️ Arrange interviews
- ✂️ Follow up cover letter or CV
- ✂️ Contacto permanente para información de ofertas. on offers.

ADVICE

- ✂️ Before calling prepare what you are going to say (notes)
- ✂️ Try to get the name of the person you are going to talk with or the secretary.
- ✂️ Introduce yourself and ask who are you talking to.
- ✂️ Be positive and firm (you are not asking for a favour)
- ✂️ Speak a little louder and slower than normal.
- ✂️ Be polite but short.
- ✂️ Don't call at rush hours.
- ✂️ Take advantage of the absences of telephone operators.
- ✂️ Do not use terms like "it is personal" or "it is important".
- ✂️ Express in a short and clear way the reason of your call.
- ✂️ If you see there is no possibility, do not insist.
- ✂️ Give only necessary information to obtain interest and be able to get a personal interview (avoid telephone interviews)
- ✂️ Try to have responses prepared to normal questions about your CV and answers to *no way out* questions.
- ✂️ Keep your agenda handy to write the most interesting aspects of the conversation and possible appointments.
- ✂️ Try to get as much information as possible on each call related to the company and/or job position.