

WISE job search tips



Your Phone Call

First impressions are lasting so it's important to be prepared!

If you are responding to an advertisement or making a direct approach to a prospective employer, keep these points in mind:

- Have a pen and paper handy.
- Have a copy of the job advertisement and resume in front of you.
- Speak clearly, be polite and listen. If you miss something or don't understand ask the person to tell you again.
- Sound interested and keen to obtain an interview.
- Remember to check the correct spelling of the name and job title of the person you are to write or see
- It is a good idea to write down what you are going to say and practice saying it before making the call.

