



LOOKING FOR A JOB: STEP BY STEP

PRACTICE FOR PHONE MESSAGES

STEP 8

You have learned how to create a good first impression when you meet someone face-to-face. You need to make a good phone impression, too! A phone call may be the answer to your job search. You or anyone else who answers the phone will need to be polite and ready to take a message.

To make a good phone impression, you need to:

- Leave your **CORRECT** phone number with the employer. If you must leave a friend's number, make sure your friend knows he/she will be taking messages for you.
- **REQUEST** a letter from an employer if you do not have a phone number where you can be reached.
- **TELL** your family that you are looking for a job. They can be ready for your calls.
- If you go out, let everyone know what time you will **RETURN**. The caller may want to call again.
- **TEACH** anyone taking your calls what information you need. Use the form below as a guide.
- **PRACTICE** with anyone taking your calls.
- **ALWAYS** have **PENCIL** and **PAPER** near the phone.

MESSAGE INFORMATION

Message for _____ Date _____ Time _____

Name of caller _____ Phone # _____

Company _____

Message _____
