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| **1. Present yourself** | |
| Start off strong by preparing how you want to present yourself and why you’re calling the company.  Remember:   * Ask them if they have time and think about what you will say if they don’t. | *Write how you will present yourself here.* |
| **2. Ask questions** | |
| Which questions would you like to ask? What do you need to know to write your application?  Remember:   * Write your questions as you would like to ask them. Then you’ll make sure you ask the right questions. * Be curious about the answers you get. | *Write your questions here.* |
| **3. Tell about yourself** | |
| What is relevant for them to know about you? How do you fit into the position?  Remember:   * Respect your recipient’s time. A good call lasts about 4-5 minutes. * Your input should only be an appetizer. Use the time wisely. | *Write what you will say about yourself here.* |
| **4. Finish off well** | |
| How will you finish the call? How will you follow up? What’s the next step?  Remember:   * You’re responsible for rounding off. Leave them with a good impression and tell them you will send an application. | *Write how you will finish off here.* |