

# Get Prepared with Your Phone

## WHAT

Informational Interviews, more informally called career conversations, are a great way to learn more about careers that interest you. In an informational interview you have an opportunity to ask questions about a person's job and find out what he/she actually does each day.



## WHO

You can find people to interview by asking your friends, relatives, instructors, career counselors. When you call to set up an appointment, it's important to be prepared, because what you say on the phone and how you say it can influence your ability to land an interview.

## HOW

**1. Try this:** Here is a phone script to use when requesting an informal interview. Fill in your script.

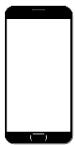
Hello. My name is \_\_\_\_\_ and I'm in \_\_\_\_\_th grade at \_\_\_\_\_  
\_\_\_\_\_ school. (Name of person) \_\_\_\_\_  
suggested I give you a call. Although I am not currently looking for a job, I am interested in (add your interest) \_\_\_\_\_ and would like to find out as much as I can about the field. Would it be possible to schedule 20 or 30 minutes with you at your convenience, to ask you a few questions and get your advice on how best to prepare to enter the field?

## 2. Record your script on your cell phone.



Then listen and rate your sound. You may need to listen several times to hear and rate all the different qualities. After you listen and evaluate your voice, decide what you can do to improve your sound.

## 3. Make the call.



Adjust your message and voice so you'll make the best "first" impression. When you have it right, make the connection.

### RATE YOUR SOUND (1 to 5)

1 2 3 4 5

Sad      Happy

Nasal      Non-nasal

Slow/Fast      Well-Paced

Soft/Loud      Good Volume

Whiny      Neutral

Monotonous      Energetic

Insincere      Sincere

Mumbled      Articulate

**The words you use account for only 16% of the way you are perceived.  
The remaining 84% depends on the sound of your voice.**

- Susan Berkley

