



# CALLING ABOUT A VACANCY

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# CHECKLIST

Calling up about a vacancy you have seen advertised can be nerve racking. But be brave, prepare well and it can help you stand out from the pack! The following is a list of things to tick off to ensure that you are best prepared when making the call.

## YOU WILL NEED

- A quiet room free of noise and distraction
- A fully charged phone
- Notepad and pen

## HAVE WITH YOU

- Printed copy of resume
- Printed copy of cover letter
- Printed copy of elevator pitch
- 5-6 prepared questions, researched and written down
- Printed copy of the advertisement or position description

## AFTER THE CALL

- Email interviewer to thank them for their time
- Follow through with any commitments made within 24 hours