

Many potential employers tend to prescreen applicants over the phone. Sometimes the interview lasts thirty minutes and sometimes that they even last five! Hopefully yours will be one that last longer than five minutes. Why? Having a telephone interview could be thought of as the same as having a traditional face to face interview. You could be completely successful or you could fail miserably. And it's really all up to you! In order to succeed at telephone interviews you must possess three important things.

You Must Possess Your Resume

There is no doubt about this. It is vital to have your resume in front of you when you are having a phone interview. Prepare beforehand for this event by placing a copy by each phone in your house. That way, if an employer calls unexpectedly, you won't have to put them on hold to search for it! Having your resume in your possession will give you many advantages over the applicant without it.

- You'll have INSTANT access to your references and your histories of work.
- You will appear organized
- You will appear clearly focused to potential employers

You Must Possess Enthusiasm for Your Interview

Possessing a suitable amount of enthusiasm for your interview is one way to make your interview successful. Let your potential employer know that you are the best for the job. And let him/her know that you are willing to learn more about the job in order to succeed and benefit the company.

You Must Possess Courage

Yes, courage! You must possess enough courage to TELL your potential employer that you WANT the job! Tell him/her that you know you can do a fine job at whatever you're applying for and you want an official face-to-face interview. Possessing all of these things will help you to be successful and your prospective employer will KNOW that you are a candidate that requires further scrutiny.