

Telephone Practice



Directions: Use the following situations to practice your telephone techniques with a fellow classmate.

Respond to the following help wanted ads:

BE A LOAN PROCESSOR. Full time position available for individual to process real estate loans. Will train. Communication skills & computer knowledge required. Salary DOE. Send resume & references to RE Dept Mgr., PO Box 2779, Central City.

ON THE JOB training for the right person. Excellent hand skills, motivated, enthusiastic, reliable, and creative thinking a must. Fun working environment. Medical field of Orthotics & Prosthetics. Position available; technician trainee. Company benefits available. Send letter of interest to Hanger Prosthetics & Orthotics, 1014 9th St., S., Central City.

MOUNTAIN WEST LUMBER - Now Hiring: *SEASONAL CASHIER. 32-40 hrs/wk. Must be able to work thru November. Competitive wages. Great benefits. Come join the #1 building supply center in Central City. Weekend & eve. shifts necessary. Applications available at phone reception desk at 826 NW Bypass.

Role play two warm calls.

- For one of the calls, develop a situation where the employer invites you to a job interview.
- For the other call, develop a situation where the employer has no current openings.

Role play two cold calls. Role play calls to two employers selected from the yellow pages in the phone directory. The calls should relate to jobs in your area of career choice (1st, 2nd or 3rd choice).

Select two help wanted ads in your local paper or another source and respond to the ads.