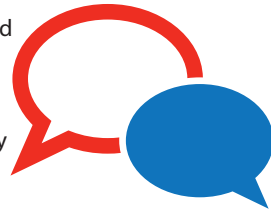




MAKE SOUND CONNECTIONS

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, or career counselors — or via **Professional Associations**. 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 informational interview. Fill in your script.

Hello. My name is _____ and I'm a (year in school and school name) _____
_____. (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)

Sad	1	2	3	4	5	Happy
Nasal	1	2	3	4	5	Non-Nasal
Slow/Fast	1	2	3	4	5	Well-Paced
Soft/Loud	1	2	3	4	5	Good Volume
Whiny	1	2	3	4	5	Neutral
Monotonous	1	2	3	4	5	Energetic
Insincere	1	2	3	4	5	Sincere
Mumbled	1	2	3	4	5	Articulate

“THE WORDS YOU USE ACCOUNT FOR ONLY 16% OF WAY YOU ARE PERCEIVED.
THE REMAINING 84% DEPENDS ON THE SOUND OF YOUR VOICE.” — SUSAN BERKLEY