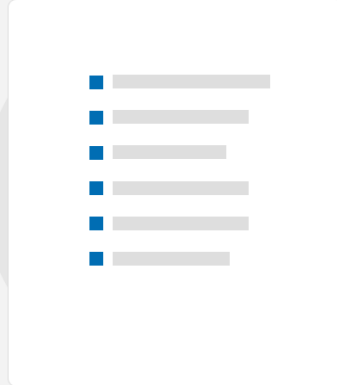


Phone Interview Checklist



Hand on Hand

- ☐ Your resume
- ☐ Job description
- ☐ Cover letter
- ☐ Notes on company
- ☐ Notepad & Pen
- ☐ Questions for interviewer

Your Environment

- ☐ Quiet space
- ☐ Dress the part
- ☐ Posture