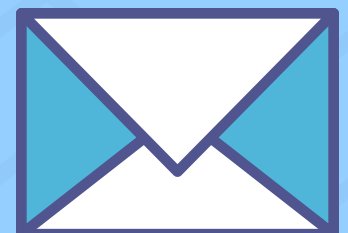


# How To Nail Your Email Responses And Phone Interviews



Receiving direct contact from a recruiter is an exciting part of the job search and a welcome break from rejection notices and non-responses. Out of hundreds of applicants or thousands of LinkedIn profiles, the recruiter decided you were one of the few worth reaching out to- congrats! The next step is to validate their instincts. Whether you're responding to a recruiter email or participating in an initial phone interview, it's critical to show that you are professional, skilled, and a strong communicator.



A recruiter could be sending an email or LinkedIn InMail to you for a couple reasons. Typically, they're either doing cold outreach for a role (sourcing) or responding to your job application.



## **What to do when a recruiter contacts you unexpectedly**

Recruiters are generally happy to receive any response at all during cold outreach. Jump way up their list by going beyond a simple “tell me more” and showing genuine interest in the role.

“Ultimately, the best responses to those messages include something like, ‘Yes, I am interested. When can we set up a time to connect?’

It shows interest on their part, and it demonstrates the ‘let’s meet halfway’ mentality.

## **How to respond to a recruiter phone interview request**

If you've applied for a job and a recruiter responds, it's likely to schedule a phone screening. Replying to these messages can be nerve-racking for job seekers who suddenly see their dream job within reach. The key to these interactions is responsiveness..



## **What Recruiters Are Looking for in Your Phone Interview**

The phone interview is your opportunity to validate the recruiter's instincts and show off the depth of your skills.

Instead of reciting the skills on your resume, it's much more important to intelligently discuss what it is you do, exactly.





Confirming that your skills align with the job description is a primary concern for recruiters at this stage yet they have more ground to cover during the 15-30 minute phone interview. This is the recruiter's first good opportunity to start assessing culture fit and long-term expectations.



Hiring someone is a big investment. While you don't necessarily need a structured "five year plan," having a clear idea of what you're working towards can inspire confidence in the recruiter, especially if you make a point to align it with company values.





### To recap:

- Be responsive. Don't make the recruiter work for it.
- Show your interest by researching the company and the role.
- Articulate your skills and experience clearly. Know why you're good at what you do.
- Show that you'll be a good coworker by being friendly, professional, and courteous.
- Prepare a long-term vision for your career (preferably one that aligns with the company).



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