[illegible]

RULE #1: Be Easy to Schedule

[illegible]

GOOF-PROOF RULE OF THUMB

[illegible]

Scroll-Proof Your Dialogue:

Wrong: [illegible]
Wrong: [illegible]
Wrong: [illegible]
Right: [illegible]

RULE #2: Keep All the Scheduling Details Organized

[illegible]

Scroll-Proof Your Dialogue:

Wrong: [illegible]
Wrong: [illegible]
Wrong: [illegible]
Right: [illegible]

RULE #3: Don't Forget Your Manners

[illegible]

GOOF-PROOF RULE OF THUMB

[illegible]

Scroll-Proof Your Dialogue:

Wrong: [illegible]
Wrong: [illegible]
Wrong: [illegible]
Right: [illegible]

RULE #4: Reveal the Company Name Only When Necessary

[illegible]

RULE #5: Interview the Right Thing in the Air

[illegible]

GOOF-PROOF RULE OF THUMB

[illegible]

RULE #6: Dressing to Time

[illegible]

GOOF-PROOF TIP

[illegible]

RULE #7: The Informational or Networking Interview

[illegible]

RULE #8: The One-on-One Interview

[illegible]

GOOF-PROOF CHECKLIST

[illegible]