



A Step by Step Guide for making a phone call to ask for Work Experience

Sometimes it can be more beneficial to phone a company rather than email them when looking for work experience. When you make a phone call to a company, you are often redirected to the work experience coordinator where you can organise your work experience in real time, whereas it can take some time before you get a reply from an email. Both writing an email and making a phone call to a company can be difficult if you haven't done it before. Here is a step by step guide to help you with calling an employer.

Step 1: Introduce Yourself

It is best to introduce yourself first. Let's say your name is Adam, you should start off like this:

“Hi, my name is Adam. I am a student at Beths Grammar School in Bexley, participating in a work experience week from Monday 3rd October to Friday 7th October this year.”

Now the employer knows who you are, where you're from and knows what you are calling for.

Step 2: Why are you calling?

Now it's time to explain why you are calling. Keep it simple and clear.

“As part of the school's work experience programme, I am required to find a work experience placement in an area that interests me. I am very interested in [company] and I was wondering if you have any work experience placements available?”

Step 3: If you're asked for more detail regarding the work experience you can say:

“From Monday 3rd October to Friday 7th October, Year 11 students in my school are required to find work in an area of interest to learn about employability skills and the world of work. The unpaid placement would last for 5 days and the school will provide us with a work diary to note our tasks completed during the placement”.



Step 4: The follow on questions

After this you will most likely be asked some questions such as what your email address is. **Please only provide your school email address or your parent's email or phone number for safeguarding. Please do not provide a personal email address or personal telephone number.**

You could be redirected to someone else or be told that the company doesn't offer work experience etc. It is important to have a sheet of paper next to you with information such as your email, work experience dates Beths as has assigned (Monday 3rd October to Friday 7th October), your work experience administrator's email (workexperience@beths.bexley.sch.uk) but also to take down details the company might give you. If the company doesn't provide work experience or another student has already got the placement **remember to say thank you** because they could call you back.

Step 5: If you are redirected:

You will need to introduce and explain yourself again - don't expect them to know who you are and why you're calling.

If you're asked why you are interested in working with the company?

- **What are you currently studying that will be relevant?**
- **Are you interested in a course that relates to the work done in the company?**
- **Why are you interested in the company and sector that it operates in?**
- **What are some of your hobbies?**