

Making Telephone Calls to Employers for Work Experience – Year 10

When you make a phone call to an employer, it is important to firstly write down how you will introduce yourself. You don't want to forget your words or say something wrong! Think carefully about what you are going to say before making your phone call.

Please find below, some suggested statements that you could use.

When you first get through:

“Hello, my name is..... I am a Year 10 student at Ormiston Rivers Academy and I am really interested in working in [Name of particular sector of company].

I am looking to undertake a work experience placement from **Monday 11th to Friday 15th July 2022** and I was wondering if you offered work experience placements?”

If they say no they do not offer work experience then be polite “thank you for your time anyway”

If the company might be able to offer work experience...

They may put you through to their HR Department, a Work Experience Co-ordinator, Manager or a Supervisor.

You may need to introduce yourself again to the new person. An employer will usually ask you what type of work placement you are interested in. If you are calling a school or nursery then it's clearly education or working with young children. However, some larger companies may have several different areas so it is important to make sure you know which area you want to work in beforehand — it's good to have a look at what the company does by checking their website.

Completing the paperwork...

An employer will usually ask you to send a letter or email to them confirming the dates and any paper work that needs to be completed for your school. They may also ask you to complete an application form, unless you are happy with the “Self-Placement Form” in your pack.

In order for the academy to process your work experience placement and allow you to go, you will need to explain “My school has asked me to get a form completed to finalise my placement, if I send this to you, please could you fill this in and return it to me?”

Before you finish the call, you will need to ask who and where you should send the Self Placement Form to.

Ask how you should send the form to them—post, email or in person. This is where you may need a pen and paper to write down their postal or email address.

Thank them for their time when ending the call or say “That's great, thank you for all your help, I'm looking forward to working with you in July.