



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. “Hi, my name is **{insert name}**. I am a student at **Beths Grammar School in Bexley, participating in a work experience week from {insert dates}**.”

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 **[insert 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:

“Year **11 or 12** 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”.



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, 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?**