

## **Phone call template – Work experience**

It is a good idea to research the organisation/company you are calling prior to your phone call. It may also be beneficial to have a look at the questions below and do some preparation.

**Good Morning/Afternoon** – Please could I talk to your work experience co-ordinator or someone that can help me with a work experience placement?

**Once put through or if you have gone through to the right person:**

**Good Morning/Afternoon** – My name is ..... I am a year 10 student from Ousedale School who is extremely interested in a work experience placement within your organisation. I am calling today to see whether this is possible? **Wait for a response**

**Dates:** My work experience dates are:

You may be asked a number of questions following this initial discussion, this could include:

What subjects are you currently studying?  
What are your future career aspirations?  
Why do you want to do work experience with this organisation/company?  
What can you bring to our organisation?  
What are your skills and qualities?

Have your email address and contact number to hand as they may ask to send you some paperwork or set up a meeting.

If they want to interview you prior to the placement please try to arrange this outside school hours and allow yourself enough time to travel to the venue. Make sure you arrive on time and look smart, first impressions are important! ***For safeguarding reasons please ensure parents/carers are aware.***

Always finish your call with **Thank you for your time** even if the company you're contacting doesn't offer or is unable to offer you a placement.