

Making a telephone call to a placement

Ringing or going in person is advisable as a response should be immediate. Emails may take longer for a reply, or you may not receive a reply and will be left not knowing.



Before you dial

Have a pen and paper ready to record and information you are given

Making the call

Ensure that there will be no distracting background noise.

Ensure you give yourself enough time to make the call to stop your rushing.

When someone answers

Say "Good Morning or Afternoon" as appropriate. Ask to speak to someone who can help you with organising a work experience placement.

Introduce yourself, giving your name and school. Hi my name is _____ and I'm a year 10 student from West Coventry Academy.

Explain why you are phoning i.e. "I am phoning to enquire about the possibility of organising work experience placement between Monday 17th & Friday 21st July 2022.

Explain why you would like to do your work experience with them.

If you are passed to a different person.

Introduce yourself again in the same way and repeat the information as above.

If the person agrees to accept you for Work Experience.

- 1) Say thank you and say that you have a form that needs completing. Ask when it would be appropriate for you to bring a form for them to fill in. (After school or in half term)
- 2) Then ask whether they need to see you for an interview. In which case take the form with you and leave it with them to complete if you are successful. Make sure you write down when your appointment is, day and time.

Ask if there are any particular clothes, you need to wear, (the form will indicate the times)

Always ask for a name (you will need to contact them again).

Finally thank them for giving you the opportunity.

What to write in an email



Dear Sir or Madam, (if you can find out the name of the person in advance, this will look much better)

I am a Year 10 student at West Coventry Academy and I am looking for a Work Experience Placement in the summer term, this will take place from Monday 17th to Friday 21st July 2022.

I am writing to see you if you would consider hosting me at your company to allow me to gain an insight into the XXXX industry. I am interested in a career in XXXX and I hope that work experience in your organisation will give me an idea of how to work towards this goal and the qualifications I need to take in the future.

Example: I would like to add that, I am a conscientious and hardworking student. I achieved 100 % attendance so far this year and I am always on time/ punctual.

Indicate where you got their contact details

I was given your details from school, as I understand you have taken on work experience placements before and would be grateful of this opportunity.

If you would like to phone me or interview me before you agree to a placement, I would be very happy to do so.

I have a work experience form that needs completing from you if you are able to accept me. I can either meet up, or email this to you if that is more convenient

I look forward to hearing from you.

Yours sincerely /faithfully,

("Yours sincerely" if you know the name of the person /

"Yours faithfully" if you use Dear Sir / Madam)

