

How to make a telephone call to enquire about a work experience placement.

The easiest and most effective way of contacting an employer is by telephone. When making a telephone enquiry, remember to speak clearly and to be cheerful and polite. Find all the necessary details and as much information regarding your potential placement as possible before you telephone. If you do not know the name of the main contact, then ask to speak to the manager.

Have a pen and paper ready to take notes.

Your telephone call could be something like this:

Introduce yourself and state why you are calling

"My name is from St Bede's Catholic College and I am looking for a work experience placement. Can I speak to the manager please?"

When the manager or appropriate person comes on the line, introduce yourself again (as above) and provide further details such as:

"I am a Year 10 student from St Bede's Catholic College looking for a work experience placement (give dates) at your school / business / organisation"

Say why you are interested in the type of work the company is involved in and that you would like to learn more by doing a work experience placement with them.

Normally the manager or appropriate person would be able to give you an answer straightaway or will ask you to speak to someone else or call back.

Make sure the employer knows how to contact you with an answer (telephone number, email or address) if they are unable to make a decision immediately.

If they are unable to offer you a placement, don't worry, there are lots of other places to try. Be polite and thank the employer for their time.

If you are accepted for a placement the company may ask you to call in to speak with them or they may ask for your work experience co-ordinator to contact them.