



### **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 make the call. If you are unsure of who the main contact is, 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

*“Hello, my name is..... from King Edward VI Balaam Wood Academy and I am looking for a work experience placement. Can I speak with the manager please?”*

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

*“I am a Year 10 pupils from King Edward VI Balaam Wood Academy looking for a work experience placement from Monday 1<sup>st</sup> July to Friday 5<sup>th</sup> July 2024 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.

You will not always have an answer straight away or may ask that you call back or speak with someone else. Make sure that the potential employer knows how to contact you with an answer, this can be your telephone number or email address if they are unable to give you an immediate decision.

**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 details of your work experience co-ordinator, you can provide them with the following details:

Work Experience Co-Ordinator  
Telephone Number  
Email address

Miss Y Duckworth  
0121 464 9901  
[careers@bwa.kevibham.org](mailto:careers@bwa.kevibham.org)  
[y.duckworth@bwa.kevibham.org](mailto:y.duckworth@bwa.kevibham.org)