



Before you start

What is your phone number in case they need to phone you back?

What is your email?

Have you got a pen handy?

Contacting an employer for Work Experience over the phone.



Making the Phone Call

Remember to try and sound confident and happy – Smile! It comes over in your voice!



Hello

My name is I am a Year 10 student at Teignmouth Community School.

I am phoning to ask if you offer work experience placements to students

I am looking for one week's work experience and would like the opportunity to work with you because.....

The dates for work experience are **June 20th – June 24th.**



If they agree to a placement over the phone

What is their Email Address? – Send a copy of your CV & work experience form

Arrange a time to go and visit

Don't forget - You have a form that needs signing by the employer.

Even if they so no, remember to be polite and say thanks anyway!

THANK YOU!