

## Sample telephone script for application for work Experience

Use this text as a template for your telephone application for work experience. Feel free to adapt as you see fit. Make it clear you are a Yr 10 student. Explain that you are studying for your GCSE's & give details of the type of work that you are interested in (e.g. IT, marketing, administration, engineering, etc.) and your career interests.

Be polite and listen to the answers you are given.

1. Hello, I am ringing up regarding possible work experience placements, could you put me through to / would it be possible to speak to the person responsible for this?

(If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time & write these details down!!).

2. Hello, my name is... I am a 14/15 year old student at the Anglo European School in Ingatestone, Essex, a comprehensive school that has an international emphasis. I am currently in year 10 studying for my GCSE's.

3. I have a great interest in (SUBJECT / CAREER) and am wondering if your company would be able to offer me a suitable work experience placement between **3<sup>rd</sup> and 14<sup>th</sup> June 2019** as it would give me the opportunity to find out what this field of work is really like and what it involves.

(You probably will not get an answer straightaway so be ready to give your contact details. Ask for the name of the person you should contact or who will be contacting you & their extension number and write these down).

4. Ask how you should go about arranging the placement. Explain that the school co-ordinates placements directly and has some paperwork that has to be completed. Ask if you can bring this in / send it in. Ask for their email address and for forms to be returned to [yr10workexp@aessex.co.uk](mailto:yr10workexp@aessex.co.uk)

(Write down any necessary details eg – address / time to take paperwork in etc.)

5. Thank the person for their time (even if they cannot offer you a placement)