

## How to make a Work Experience request phone call

### Preparing for Your Call

Before making your call, ensure you are in a quiet environment, free from distractions. Be prepared in case your call goes to voicemail—know your mobile number so you can leave it in the message and mention a suitable time for a call-back. Speak confidently and clearly, as this will be the employer's first impression of you.

### Sample Voicemail Message

*"Hello, this is a message for [Recipient's Name/Department]. My name is [Your Name], and I am a student at St Paul's Academy. I am reaching out regarding a possible work experience placement in July. I will try to call again, but if you are able to return my call, please contact me after 4 PM at [Your Phone Number]. Thank you, and I look forward to speaking with you soon. Goodbye."*

### Making Your Phone Call

#### Introduction:

- *Good morning / Good afternoon / Hello,*
- *My name is [Your Name], and I am a student at St Paul's Academy.*

#### Requesting to Speak to the Right Person:

- *Could I please speak to [Specific Name], if available?*
- *May I speak with the manager, HR department, or IT department?*
- *Who would be the best person to speak with regarding a work experience placement at your company?*
- *If they're unavailable, may I leave a message? Is there a convenient time for me to call back?*

By being well-prepared and speaking professionally, you will make a strong first impression and increase your chances of securing a placement.

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### Speaking to the Right Person

#### Introduction:

*"Hello, my name is [Your Name], and I am a Year 10 student at St Paul's Academy."*

#### Expressing Interest:

*"I am very interested in pursuing a career in [Your Chosen Field] after school/university, and I was wondering if your company might be able to offer me a work experience placement. My placement is scheduled for [Insert Dates] next summer."*

#### Why Their Company?

*"I am particularly interested in your company because [mention a specific reason—e.g., you admire their work, follow their projects on social media, read about them in the news, or aspire to work in that industry]."*

#### Showcasing Your Strengths:

*"You might be interested to know that I am a dedicated student with 100% attendance and punctuality. I also participate in [mention relevant clubs or extracurricular activities, such as STEM, football, or art, to highlight teamwork, leadership, or passion for the field]."*

#### Making the Request:

- *"Would you be willing to consider me for a work experience placement?"*
- *"Would your company be able to host me for my work experience?"*

#### Offering Additional Information:

- *"Is there anything else you would like to know about me?"*
- *"Would you like me to send you a copy of my CV?"*

Speaking clearly and confidently while personalizing your request will leave a strong impression and improve your chances of securing a placement.