

Work Experience

Making a phone call – a sample script

You may need to make a phone call to enquire about a work placement.

Below is a suggested script that you could use to help with your call. Sometimes this can be a bit daunting but you will feel proud of yourself once you have done it!

MAKE SURE YOU HAVE PEN AND PAPER READY!

Good morning/afternoon. My name is NAME and I am a Y10 student at John Flamsteed Community School in Denby. I am enquiring as to whether you provide work placements for Y10 students. It would be for one week 13-17 July 2026.

If they say yes...

Ask how you can apply for this or for the details of who to contact.

What do you need to do next?

If they say no...

Say no problem, thank you very much for your time. Have a good day.

Sending an email – a template

Please find below an example of an email you might send to a prospective employer when applying for work experience. The bits in red are the bits you need to change! **Make sure you change the text back to black before you send.**

Dear (Name or Sir/Madam)

I am a Y10 student at John Flamsteed Community School, Denby. I am enquiring about the possibility of completing a work placement at your company 13-17 July 2026.

I am interested in the role of (insert job role here and you might want to add reasons why you want to do this or if it links to your career choice in the future).

I look forward to hearing from you.

Kindest regards,

YOUR NAME