**Follow up call for getting your work experience placement.**

**Before the call:**

* Gather the contact details (telephone number and contact person)
* Think about **why** you want the placement
* Think about **what** you will say – write a mini script.
* Find somewhere quiet to call, away from interruptions or distractions
* Don't put the person on hold to answer another call
* Let your family and friends know you don't want to be disturbed

**Script:**

*"Good morning. My name is \_\_\_\_\_\_\_\_\_. May I please speak with \_\_\_\_\_\_\_\_\_\_? Thank you.*

If you're talking to your contact person, try something like:

*"Good morning (use their name if you know it). My name is \_\_\_\_\_\_\_\_\_. I'm calling to ask about any my application for work experience at your company.  I am in Year 10 at Toot Hill School and am interested in \_\_\_\_\_\_\_\_, and I have a lot of experience in \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_, which is an area I know your company specialises in.* *Do you know if you will be able to accommodate me for October … 2015?  Is there anything I can do to support my application? Thank you for your time."*

**During the call:**

* **Speak clearly** – Try not to mumble or 'um' and 'er' too much
* **Smile** – Smiling when you talk adds warmth to your voice
* **Excuse yourself** – Put the phone down if you need to cough or sneeze
* **Use names** – Find out the person's name (ask them if you have to) and use it
* **Say thank you** – Before hanging up, thank the person for their time, no matter what the end result is
* **Make notes** –If they ask you to do something make a note of it or they might tell you a better time to call back you can write that down.

**After the call:**

* **Keep Your Promises** – Prove you're professional and worth employing by doing everything that you said you would, and doing it quickly.