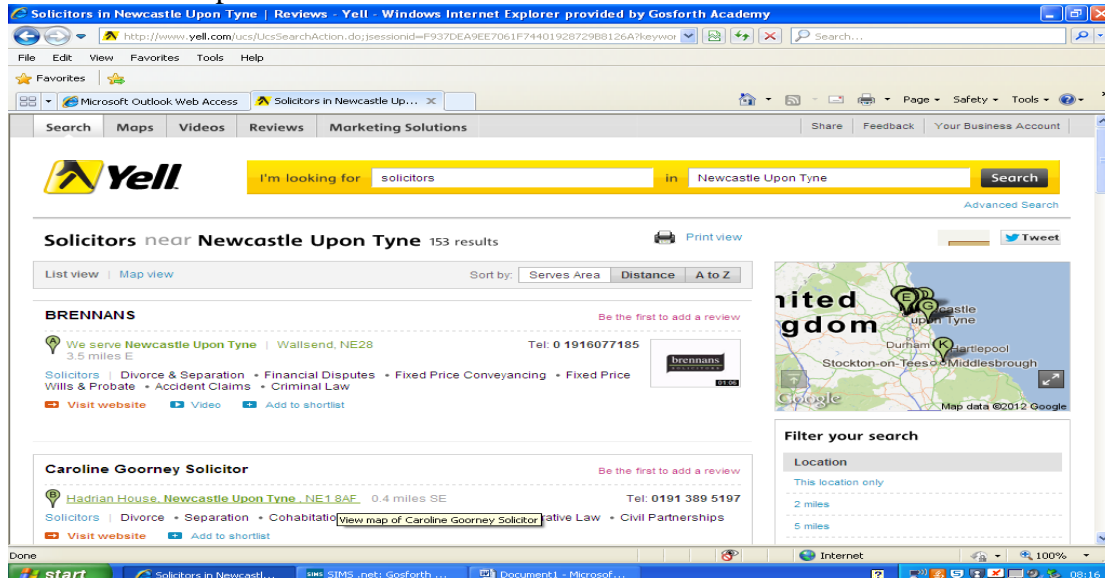
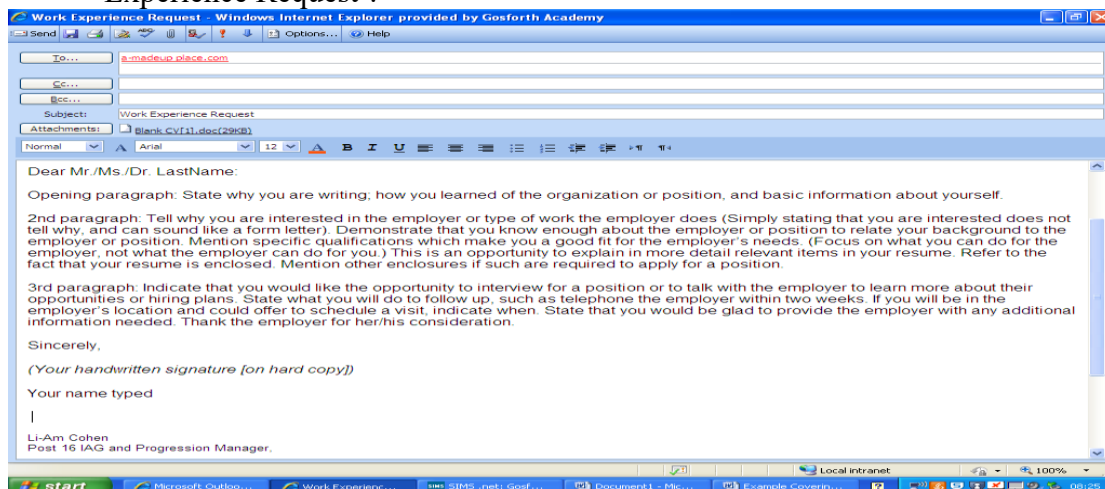


## Work Experience Calls

1. Decide what field you want to go into, for example law.
2. Use the phone book to attain a list of firms that you can contact in order to secure a placement.



3. Call a number from the list and make sure to introduce yourself properly; I.e. *'Good morning, my name is xxx. I'm a student at Gosforth Academy Sixth Form and wondered if you offer work experience opportunities?'*
4. Most places will require you to apply in writing using a CV and Covering Letter. It is important to have the right contact name to address the letter to, which is why you need to ring and check the company offer experience opportunities and who you need to correspond with.
5. If you are sending your request via email your CV should be an attachment and the covering letter should make up the body of the email and should include the dates of your work experience request. The subject box should say 'Work Experience Request'.



6. Templates for CV's and Covering Letters can be found on Frog under the Careers Folder.
7. Keep a list of all the places you call so you don't mistakenly call them a second time. See Mrs Carter if you need support in arranging a placement.