## 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.

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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 you 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'.

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Dear Mr./Ms./Dr. LastName:	
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employer or position. Mention specific qualifications which make you a good fit for the employer's needs. (Focus on what you can do for the	e
employer, not what the employer can do for you.) This is an opportunity to explain in more detail relevant items in your resume. Refer to the act that your resume is enclosed. Mention other enclosures if such are required to apoly for a position.	
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rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their poportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the	
mployer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additi	onal
formation needed. Thank the employer for her/his consideration.	
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- 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.