**WORK EXPERIENCE EMAIL AND PHONE SCRIPTS**

**Here are three scripts to use when you are wanting to connect with a workplace for a possible work experience.**

**Script 1: Email Script. Make sure to make the email your own.**

To whom it may concern,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am currently completing Stage 1 Community Studies through the Northern Adelaide Senior College. As a part of my studies I have chosen to explore the industry that I would love to get into; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As part of this exploration I would love the opportunity to complete a work experience.

I am passionate about a career in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am happy to work my way from the bottom and do what ever it takes to reach my goal. As part of this training I would really appreciate completing a week’s work experience with your organisation. I am more than happy if this role is as an observer or completing very basic tasks, as I am willing and ready to do anything to gain more experience in this field.

I am happy to put into place anything that is needed for me to complete this work experience. My contact number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or feel free to email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I appreciate your consideration of this request and I look forward to hearing from you at your earliest convenience.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are approaching a workplace in person, or over the phone, see the next two versions of a script that you can use as a guide. Do what you need to to make it your own (e.g. re-write it etc.)

**Script 2: Brief phone script.**

*Hello my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*I'm a student at Northern Adelaide Senior College and I'm enquiring about work experience.*

*I was wondering who the best person might be to talk to about that?*

*I'm hoping to do 5 days’ work experience. Is that something you'd consider?*

*I'm covered by insurance through the school and I have a form that explains it all.*

*When might be a good time for me to drop in, chat about details and fill in the form?*

*Thank you for your time and I look forward to seeing you soon.*

**Script 3: More thorough, professional phone script.**

*Hello My name is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*I am hoping to speak to speak to the manager or who ever is in charge of work experience.*

*I am really eager to get into the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ industry and would love to come and contribute to your work place and learn from you to be able to take my skills to the next level.*

*I am a really passionate person that is committed to my journey....  My school covers all insurances that are required and I have a transitions teacher who is happy to support you and myself in making this happen.*

*When would be a good time for me to come and have a chat and drop in the simple work experience form that I have?*

*I would ideally love 5 days’ work experience, but am happy to be flexible around that.  It can be in a week block or around a schedule that suits you.*

*Thank you for your time and I look forward to meeting you.*

*Have a great day.*