

# Skills for Work

## How do I ring up to arrange my interview?

A few weeks before your work experience you will receive a letter from Enfield Work Experience saying that *“it is now time for you to contact the company where you are going to carry out your work experience placement to book an appointment for your interview”*.

It is important to arrange an interview as your placement is not confirmed until this interview has taken place.

With that letter will be a yellow form giving details of the placement. In the box headed **“Employer Details”** you will find the phone number that you have to ring to make the appointment and the **‘contact’** is the name of the person you need to speak to.

Before you call make sure you have a pen and paper to write down the time and date of the appointment.

### What do I say?

When you ring, ask to speak to the **Contact** shown in the **Employer Details** box.

If it is a small company the Contact may be the person answering the phone. If it is a large company you may have to wait while they put you through to that person.

Once you are speaking to the Contact introduce yourself and explain why you are calling. For example:

**“My name is ..... from ..... School.**

**I’m calling to make an appointment to come and see you for an interview for work experience.**

**When would be a convenient time for you?”**

Remember to write down the time and date of the appointment!

### What if the Contact isn’t there?

If the contact isn’t available they might ask you if you want to leave a message. You can leave a message along these lines:

**“Would you tell them that ..... (your name) from ..... School rang to make an appointment for an interview for work experience.”**

**If you choose to you can leave a phone number for them to call you back, or you can say that you will call again later.**

Enfield Work Experience  
113 Parsonage Lane,  
London, EN2 0AB  
Main office number 020 8379 5162



[www.enfield.gov.uk](http://www.enfield.gov.uk)