

Work Experience – Experience Matters

Watch this brief video about Work Experience and discuss it in class:

https://www.youtube.com/watch?v=hmk_-bOceC0



All employers would prefer that you have done some form of work experience in the career for which you are applying.

This may be done often through your school. If not, it is probable that you will have work experience as part of your tertiary studies.

If it went well, chances are the employer would love to have you come back to do some more work experience. You should strongly consider doing this as it builds up more of your skills in this career. Building your relationship with the company also means that they know you better and trust you. Should a vacancy occur, you are in the best position to take advantage of this opportunity.

You should also ask if they would write you a reference.

Perhaps you didn't get the work experience you wanted and want to do some more work experience but don't know how to go about arranging it. If you save a bit of money or if your family are willing to help you, you can arrange the insurance coverage all bosses require before you can do work experience. The insurance is simply to safeguard you in case you have an accident on work experience. If you or your parents contact WHO (Work Health Options) on the 02 8378 2160, you can obtain this insurance and then you can do work experience in nearly any career with any company in your spare time.

Finding your own work experience:

All you need to do is just call and ask any company that does your career if they offer work experience. **You can find this information on JobJump** when you go to the menu item, **My Job**, then **Find My Job Ads**. Now click on **Calling a Boss. Here is what to say**. All you need to do is change the first sentence to read: "Hello. My name is and I am calling to see if your company may offer work experience for(say here the name of your position, eg apprentice chef) for(say here when). May I speak to the manager please?" Use the rest of the script below to help you.

Where do I find companies for my career for work experience?

Go to **JobJump** and select the menu item, **My Job**. Now click on **Find My Job Ads**. On the left hand side is a listing of over 100 careers. Click on the Career of your choice. You will see advice on how you can find companies on Google. Start making a list of companies and their phone numbers and email addresses. You could even Google: leading..... (enter the name of your career here) companies .com.au. For example: Google – leading architecture companies .com.au.

IMPORTANT - While at Work Experience Add In Your Resume

Most importantly, you need to write a listing in to your resume of the things you did at work experience.

You may begin brief sentences like:

While on work experience at..... (company name here):

I learnt how to.....

I developed the skill of doing

I assisted with

I observed the following tasks being performed

I was given the responsibility to

What to Say on the Phone to approach an employer for work experience.

Before you begin to ring an employer here are a few tips to get you started:

- Arrange for use of the phone with your parents.
- Make sure you have a place that you can talk where it is quiet.
- Have a list of the companies and their phone numbers. Prepare it on a [Directory Sheet](#). An example is given below. Have a pen. Be ready to write down beside each company their response.
- Keep a copy of your resume nearby to jog your memory should they ask you for some facts about yourself.
- Select 6 companies you can ring which are not your main ones. It is better to make your first calls to them, so, if you do happen to stumble in what you are saying, you won't be as embarrassed as if you stumbled if you were talking to a company that did matter to you.
- Remember that it is normal to be nervous. After you do the first couple, you will be a natural. Practice what you want to say before you start making your calls. You can change what is written below and say what you want to say in your own polite way. It is only advice. Speak clearly. Remember to always say "Thanks" even if you have difficult people to talk to. There is always difficult people in the world. Just because a few aren't polite to you does not mean that you need to be put off or impolite back to them.

You say:

"Hello. My name is and I am calling to see if your company may do work experience in(say here the name of your position, eg apprentice chef) for(say here when for, eg, for the end of the year).

May I speak to the manager please?"

The chances are that you may be talking to the receptionist at this point. If you do speak to them and the manager is not in, then do 3 things. Leave a message with your return mobile and when you will be available in working hours to receive a call back. Secondly, ask when the manager may be available. Thirdly, ask if there is normally a good time in the week to catch the manager. This is how it may go.

They say:

“Sorry. The manager isn’t in at the moment. Would you like me to take a message to pass on to them?”

You say:

“Thank you. Could you say that (say your name) and I am calling to see if your company may do work experience in(say here the name of your position, eg apprentice chef) for(say here when for, eg, for the end of the year). My phone numbers you can catch me on are” (say your phone number).
“Could I ask when is the next time that the manager will be available and also when in the week is normally a good time to catch them?”

Armed with these facts which you must write down in your details column below, you will be sure to catch the manager. Don’t be put off. They are busy people. Bosses are usually happy to give advice when they can find the time to chat with you.

When you do speak directly with the manager, start again with your original words.

You say:

“Hello. My name is and I am calling to see if your company may do work experience for(say here the name of your position, eg apprentice chef) for” (say here when for, eg, for the end of the year).

At this point the manager will give you one of three replies.

1.

They say:

“Sorry. I can’t help you.”

You say:

“Thank you. By any chance do you have any leads I can follow up? “(They may well know of other companies that do work experience in your career. If they do have suggestions, be ready to write them down).

OR

2.

They say:

“Yes. There may be a possibility. We just aren’t sure yet.”

You say:

“When may you be more certain?”

They may give a month in the year when they will be more certain. For example they may say they will be certain by October. If that is the case, then you make sure to call by late September. If you were to call them later in October, they may well have selected someone by the time you call.

OR

3.

They say:

“Yes.”

You say:

“How should I go about applying? Do you know when, to whom and where to apply?”

Make sure to get down every detail they give you.

Remember, after any call, no matter what the result, say “Thank you”. It costs nothing to be polite and it keeps you being a real business-like young adult.

Directory Sheet:

Use this sheet to enter the information from the companies you call or visit.

Company Name	Phone Number	Manager's Name	Details of Conversation

