



Example of a Speculative Letter

15 Red Terrace
Anytown
Somerset
ZX4 5PE
(00123) 987654

Mr Smith
Personnel Manager
Anytown Council
Corporation Mews
Anytown
Somerset
ZX9 2BE

15th June 2007

Dear Mr Smith

I am 16 years old and will be leaving Bridge High School at the end of June this year. I am writing to enquire whether you are likely to be recruiting within your IT Department at that time?

Currently I am working towards 8 GCSEs, including Computer Studies, and would welcome the opportunity to gain further ICT related qualifications whilst working.

In May I undertook a two week work experience placement at Clock Brothers where I worked on reception dealing with customer enquiries and booking appointments. I also undertook some clerical duties such as inputting data onto their computer database. I really enjoyed the opportunity to gain new skills, increase my experience and to work as part of a team.

Please find enclosed my CV for your reference and a stamped addressed envelope for your reply. If you have any further questions or queries please contact me.

I look forward to hearing from you in the near future.

Yours sincerely

Kyle Jackman

Kyle Jackman

Tip

Sometimes it's a good idea to make a speculative enquiry in person by calling at the employer's premises with a copy of your CV. This can be viewed as using your initiative.