

Covering Letter Example Template – Speculative

Your name
Your address line 1
Your address line 2
Post code

Phone number:
Email:

Example date

Company/Employer name
Address line 1
Address line 2
Post code

Dear Sir/Madam or name of employer
(Introduction - This is where you would explain why you are writing to the employer.) For example

I am writing regarding employment opportunities with your company as I am keen to secure employment with a successful, local organisation.

My name is John Smith and I have provided my current CV for your information.

(Introducing yourself – This is your opportunity to tell the employer key skills and qualities you have that they might be looking for. You should explain how you have gained these skills in previous job roles. You can also add key successes you have had such as targets exceeded or awards achieved.) For example

I have several years experience in retail sales. At a local bedding retailer, I increased the sales of a particular line by 50 per cent by displaying this product more prominently.

I possess excellent customer service skills. I regularly help customers in choosing products and received a commendation from management for helping disabled customers around the store where I was employed.

I am accustomed to working both as part of a team and independently, successfully completing tasks to the highest possible standard within given time scales. I am adaptable and flexible in the workplace and am prepared to undertake any further training that is made available to me.

(Closing sentence/paragraph– This is where you close your letter with a reminder of why they should consider you for a position.) For example

I feel that the combination of my skills and experiences make me an ideal candidate for a position within your organisation.

I look forward to hearing from you

Yours faithfully *(if you started the letter with Dear Sir/Madam)*
Yours sincerely *(if you are writing to somebody by name)*

(Your full name)