

EXAMPLE SPECLATIVE LETTER

Mr James Anybody
1 Anywhere Road
Hoyland
Barnsley
S74 9AA

Tel: 01226 123456
Email: James@ukoutbox.com

3 February 2012

Miss Jane Smith
Personnel Manager
The Company Limited
10 Company Road
Barnsley
S75 3QA

Dear Miss Smith,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had extensive work experience in office environments, the retail sector and service industries, giving me good transferable skills sets and the ability to work with many different types of people. I believe I could fit easily into your company.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of enthusiasm. I'm keen to work for a company with a great reputation and high profile like yours.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely,

James Anybody

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