

**Speculative or Unsolicited Cover Letter**

PO BOX 27  
STRAWBERRY HILLS QLD 4012  
30 April 2008

Ms Jan Smith  
Manager, Human Resources  
The XYZ Anon Company Pty Ltd  
PO Box 8888  
MELBOURNE VIC 3000

Dear Ms Smith,

**The reason for your letter and your present circumstances:**

I am writing to explore (eg employment opportunities) \_\_\_\_\_ OR I write to express interest in \_\_\_\_\_ with \_\_\_\_\_ (company)\_\_\_\_\_ OR I am writing about the possibility of \_\_\_\_\_(eg a graduate position)\_\_\_\_\_ OR I heard recently that \_\_\_\_\_ and write now to \_\_\_\_\_ OR I am writing to you having been referred by Ms Claire White from \_\_\_\_\_ who suggested you might be recruiting \_\_\_\_\_. You will see from the enclosed resume that I am at present \_\_\_\_\_(details of what you are doing, eg final-year/graduate/postgraduate\_\_\_\_\_). I am extremely keen to \_\_\_\_\_(perhaps a comment on your keenness to commence in a particular field)\_\_\_\_\_.

**Match what you have read they require/think they might want with what you can offer (plus outline any other skills):**

I have read (your annual report/graduate recruitment literature) and note your interest in graduates who \_\_\_\_\_ OR You consistently indicate an interest in (eg kind of grads, from paper adverts)\_\_\_\_\_ OR I believe I am well suited to a position requiring \_\_\_\_\_(refer to stated attributes, skills etc they need or you think they would value)\_\_\_\_\_. I have completed \_\_\_\_\_ OR You will note my results \_\_\_\_\_ OR As indicated in my resume I \_\_\_\_\_(Sentence(s) supporting how you claim to be able to meet their major requirements)\_\_\_\_\_. I also \_\_\_\_\_(any other skills/experiences that, while not required may also be useful)\_\_\_\_\_.

**Indicate your interest in this organisation and support your interest:**

I would be particularly interested in obtaining a position with \_\_\_\_\_ OR I was genuinely impressed by your stated attitude to \_\_\_\_\_ OR I was interested to read that you \_\_\_\_\_ OR I strongly believe in the importance of (your approach to)\_\_\_\_\_ OR I first became aware of (company activities)\_\_\_\_\_

OR I read recently that you \_\_\_\_\_(statements supporting your genuine interest in the organisation) \_\_\_\_\_.

**Closing remarks (contact details/when you will phone to try for face-to-face discussion/final expression of interest):**

I look forward to discussing further my interest in \_\_\_\_\_(graduate position/kind of role)\_\_\_\_\_ with \_\_\_\_\_(name of organisation)\_\_\_\_\_. I will phone you \_\_\_\_\_(when?)\_\_\_\_\_ about the possibility of \_\_\_\_\_(statements indicating your wish to make further contact)\_\_\_\_\_. I am strongly drawn to \_\_\_\_\_(final statement indicating interest)\_\_\_\_\_.

Thank you for considering my application.

Yours sincerely,

Sarah Brown