

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