

Speculative Letter Example

42 Beacon Way
Crookington
Nunton NU40 1FW
Telephone 0145 243 872
E-mail: a.king@britnet.com

18th January 2010

Human Resources Manager
The Fashion Company
16 High Street
Nunton NU1 6TF

Dear Sir or Madam

I am looking for work, and as my experience is based in retail I am writing to all local companies.

I read recently that you are hoping to expand into a larger store and you will have a lot of vacancies that will need to be filled. I am a hard worker and know that you would not regret employing me. I am good with customers and am always very helpful.

I have worked in a shop before and won't need a lot of training but am happy to do some if necessary.

My CV is available on request and I would appreciate the opportunity to discuss any position you have available. Please get in touch with me if you need any further information. Thank you.

Yours sincerely

Alan King

Speculative Letter Example

42 Deacon Way
Crookington
Nunton
NU40 1FW
Telephone 0145 243 872
E-mail: a.king@britnet.com
18th January 2010

Ms Lynne James
Human Resources Manager
The Fashion Company
16 High Street
Everytown
ET13 6TF

Dear Ms James

I am writing to enquire as to whether you have any current vacancies in a Customer Service or Retail role and have enclosed my CV for your attention.

I am hoping to pursue a career in a Customer Services or retail environment. I recently read that you are hoping to expand into a larger store. I hope that the planned expansion will offer opportunities to take on new staff and I would welcome the opportunity to work for a well-known and forward looking company such as yours. I am very keen to learn new skills and wish to study towards a professional qualification.

As you can see from my CV I have some experience of working in a retail environment and consider myself to have both good communication and customer service skills. I am a confident and self-motivated individual and take great pride in offering a professional and proficient service. I am hard working and conscientious as well as being reliable, well organised and presentable.

Please do not hesitate to contact me if you require any further information and I am available for interview at your convenience. I look forward to hearing from you in the near future.

Yours sincerely

Alan King