**Speculative Cover Letter**

Address Line 1,

Address Line 2,

City,

Postcode.

Dear [INSERT HIRING MANAGER’S NAME or SIR/MADAME],.

I am writing to express my interest in working for your organisation, please find attached a copy of my CV for your consideration.

Having extensively researched your company, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU]. I feel your business would be the ideal place for me to begin [ /CONTINUE] my career in this industry and I believe I can be an excellent addition to your team.

You will see from my CV …….. [THIS PARAGRAPH CAN BE DRAWN FROM WHICHEVER OF THE OTHER TEMPLATES DESCRIPTION BEST DESCRIBES YOU. SCHOOL LEAVER / COLLEGE LEAVER / EXPERIENCED AND UNEMPLOYED ETC]

In my present / previous role as a [INSERT CURRENT JOB TITLE] for [INSERT CURRENT EMPLOYER] I have had many achievements, including [INSERT KEY ACHIEVEMENT]. I would relish the opportunity to bring this level of success to your company.

If you would like to get in touch to discuss my application or to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon. Thank you for your time and consideration.

Yours sincerely,

[INSERT NAME]