

Covering Letter Template

(Speculative Letter *overleaf*)

YOUR ADDRESS

Mark Smith
Shorelands Road,
Barnstaple,
Devon EX31 1QQ.
31st June 2020

COMPANY ADDRESS

PETROC
Old Sticklepath Hill,
Barnstaple,
Devon EX31 2PB.

Dear _____ (here you should try to use the name of the person you are writing to, but if you don't know it then you can use Sir/Madam)

1st Paragraph

Here you will explain your current situation, what it is you are applying for and where you heard about the job vacancy.

2nd Paragraph – RELEVANT EXPERIENCE

If you have any relevant experience then this is your first opportunity to sell yourself, employers always like to receive applications from people who have relevant industry experience. Keep it succinct but try to say how your experience matches the experience they have described in the job advert or job description.

3rd Paragraph – SKILLS

Here you need to sell your skills. Firstly you need to identify 3 or 4 skills that are mentioned in the job advert or person specification in which you feel you have strengths. Then you need to list these and briefly say where you developed them e.g job, club.

4th paragraph – EDUCATION

Most jobs will require candidates to have certain qualifications. Here you need to say how your qualifications meet their requirements.

5th paragraph – WHY THE JOB INTERESTS YOU

Try to get across to the employer why the job interests you. One way to do this is to pick one or two of the duties from the job advert or job description and say why these interest you. Of course there may be other reasons, but try and link these to the job.

Finally

You need to sign-off. To do this you can say something like "*Please find enclosed my CV and I look forward to meeting you soon.*"

Yours sincerely (if you know their name)

OR

Yours faithfully (if you don't know their name)

Write your signature.

Then type your name

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It is not unusual for jobs not to be advertised. This may be for many reasons such as the company hasn't gotten around to it yet. This is known as the "hidden" job market and a "speculative letter" is used to send to an employer asking if they have any jobs.

The top and bottom of this letter should look like the top of the Cover Letter on the other side of this sheet, i.e. with your address, the company address and your signature. The rest is as follows:

Dear _____ (here you should try to use the name of the person you are writing to, but if you don't know it then you can use Sir/Madam)

1st Paragraph

Here you will need explain your current situation and what it is you want to achieve e.g. *"I've just finished college and I'm looking for an apprenticeship"* or *"I'm a Petroc student looking to do voluntary administration work for 4 hours a week."*

2nd Paragraph – RELEVANT EXPERIENCE

If you have any relevant experience then this is your first opportunity to sell yourself. Keep it succinct but try to say how your experience might be useful for this company. If you haven't any relevant experience then you don't need to include this paragraph.

3rd Paragraph – SKILLS

Here you need to sell your skills. Firstly you need to identify 3 or 4 skills that you think may interest them. To do this you need to research the job e.g using Indeed or www.careerpivot.org.uk. Then you need to list these and say how you developed them.

4th paragraph – EDUCATION

Most jobs will require candidates to have certain qualifications. Again from looking at similar jobs say how your qualifications could be beneficial to them.

5th paragraph – YOUR CAREER PLANS

Here you could explain your career plans and how what you are asking for fits in with these.

TOP TIPS

- Covering letters should be no more than 1 page in length.
- Try to mention the name of the company at least once.
- Keep paragraphs to 3 or 4 lines.
- Ensure there are no mistakes in your spelling and/or grammar.
- Link what you say to the job advert, job description or/and person specification.