

School Leaver Speculative Letter

15 Red Terrace
Anytown
Oxfordshire
OX18 1AB
(01993) 987654

Mr/Mrs/Madam/Name

Personnel Manager
Anytown Council
Corporation Mews
Anytown
Oxfordshire

June 2011

Dear ***Mr/Mrs/Madam***

I am 16 years old and will be leaving Carterton High School at the end of June this year. I am writing to enquire whether you are likely to be recruiting within your ***IT Department*** at that time?

Currently I am working towards ***8 GCSEs***, including ***Computer Studies***, and would welcome the opportunity to gain further ICT related qualifications whilst working. In May I undertook a two week work experience placement at ***XXXXX*** where I worked on reception, dealing with customer enquiries and booking appointments. I also undertook some clerical duties such as inputting data onto their computer database. I really enjoyed the opportunity to gain new skills, increase my experience and to work as part of a team.

Please find enclosed my CV for your reference and a stamped addressed envelope for your reply. If you have any further questions or queries please contact me.

I look forward to hearing from you in the near future.

Yours ***sincerely/faithfully***

Your name

Enc. Copy of my CV