

# Speculative letter for unadvertised positions or opportunities

It is perfectly fine to send a speculative CV to potential employers, i.e. not in response to any advertisement. In this case you should obtain the name of the senior person responsible for staffing decisions in the area you wish to apply. (Call the company to find out the correct name and address details of the relevant person.) In these cases obviously you won't know precisely what skills they are seeking, but you should be able to imagine the attributes that they might need. Here are some examples - include two or three in your cover letter that best match your own profile and their likely interest:

- reliable and dependable
- decisive and results-driven
- creative problem-solver
- team-player
- technically competent/qualified (state discipline or area)
- commercially experienced and aware
- task-orientated
- excellent inter-personal and communications skills
- sound planning and organisational capabilities
- loyal and determined

---

## Example Speculative Letter:

Full name and address details.

Date

Dear (Mr/Mrs/Ms Surname)

**(optional heading, bold or underlined - in this example you would normally refer to a job title, and include with the word 'opportunities' or 'openings', for example: 'commercial management opportunities')**

I am interested in any openings in the above area and enclose a copy of my CV. You will see that I have skills and capabilities that enable me to make a significant contribution to an organisation such as your own, notably (state two or three attributes briefly).

I look forward to hearing from you.

Yours sincerely

Enc. Copy of CV