

Cover Letter – Example 3 – Spec letter if currently unemployed

Address line 1
Address line 2
Address line 3
Address line 4 / Postcode

Date

Name
Job Title
Company name
Address line 1
Address line 2
Address line 3
Address line 4 / Postcode

Dear Sir/Madam **[OR]** Dear Mr/Ms **[SURNAME]**

I am writing to enquire whether you have a vacancy for a **[SEE SPEC LETTER EXAMPLE 1]**. I enclose a copy of my CV for your consideration.

[IN THIS SECTION, BE SPECIFIC ABOUT WHY YOU ARE WRITING. EXPLAIN THE TYPE OF WORK YOU ARE INTERESTED IN.]

[IN THIS SECTION, WRITE ABOUT WHY YOU ARE INTERESTED IN THE JOB ROLE / TYPE OF WORK YOU HAVE MENTIONED. BRIEFLY TALK ABOUT YOUR STRONGEST QUALIFICATIONS. IF YOU ARE UNEMPLOYED, MENTION THIS FACT BUT TALK ABOUT THE SKILLS AND PREVIOUS EXPERIENCE YOU DO HAVE WHICH WOULD MAKE YOU A GOOD CANDIDATE FOR A POSITION AT THE COMPANY].

[IN THIS SECTION, REFER TO THE CV YOU HAVE ENCLOSED. MENTION THAT YOU ARE INTERESTED IN AN INTERVIEW IF POSSIBLE AND OFFER TO PROVIDE FURTHER INFORMATION UPON REQUEST.]

[IF YOU ARE UNEMPLOYED, STATE THAT YOU ARE AVAILABLE IMMEDIATELY – *This could be an advantage over applicants who are employed and have to give notice before they could start a new job*].

I look forward to hearing from you soon.

Yours faithfully / sincerely

[YOUR HANDWRITTEN SIGNATURE]

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[YOUR FULL NAME]