Template

# Example outline for a speculative cover letter or email

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| Insert addressInsert email addressInsert contact’s name (if known)Insert contact’s job title (if known)Insert organisation’s address (if known)Insert today’s dateDear [Insert contact’s name or Sir/Madam],**First Paragraph**Introduce the letter by expressing an interest in working for the company and in what type of role. Explain current status (i.e. as current student or graduate, trainee etc.) subject studied and current or previous relevant work experience and availability to work for the organisation.For example:*‘I am writing to express my interest in working as Conference Assistant, at The Hilton Sydney Hotel. I am a third year undergraduate student currently studying for a BA (Hons) in Hospitality Management at the University of Sydney and am looking to secure a one year placement from January 2019 in this field. I believe I have many skills that could benefit an event role within the hotel and have attached a copy of my CV for your information’.***Second Paragraph**Explain why this type of role is of interest.**Third Paragraph**Explain why the company attracts you and why you would value the opportunity to work for them – this will require a detailed research on the company.**Fourth Paragraph**What are you offering the employer? Match your most relevant skills and knowledge to the type of role you are looking for and give examples using your degree and work experience as evidence.**Last Paragraph**Say that you would welcome an opportunity to discuss with them in more detail how you can benefit their company and leave your contact details.Thank them for their time and consideration and say that you look forward to hearing from them in the near future.Yours faithfully, (if addressed to Sir/Madam) or Yours sincerely, (if addressed to a named person)*Insert name* |