

Cover and Speculative Letters

When applying for a job a cover letter should be sent or posted with your CV. A cover letter explains to the hiring manager why you are an ideal candidate for the job. It supports your CV and explains in detail how you could add value to the company.

It can be helpful to look at the attached example when writing your own. An example can help you decide what to include in your letter and how to format the letter.

If there is a particular company you would like to work for, or you want to apply for voluntary work then you need to send a speculative letter.

Task 1	Task 2
You need to find a vacancy that you would like to apply for and create your own cover letter. I have attached an example cover letter for you to use for reference.	You need to find a company that you would like to volunteer for and create your own speculative letter. I have attached an example speculative letter for you to use as a reference.

Cover Letter – example

10 The High Street
Anytown
Hampshire
PO1 2NT

Today's date

The Manager
The Big Care Company
The Avenue
Anytown
Hampshire
PO2 1TX

Dear Sir or Madam

Re: Care Assistant – CA123

Please find enclosed my CV as application for the role of Care Assistant within your organisation as advertised on the Indeed website on Friday 13th April 2018.

As you can see from my CV, I have over 5 years' experience as a Care Assistant with Allied Healthcare. I also have an NVQ Level 2 in Health & Social Care along with First Aid, Infection Control, Health & Safety, Safeguarding, Equality & Diversity, COSHH. Additionally, my I have an in date DBS.

I am reliable, hard working, caring and passionate individual who is keen to progress through the Care industry and would like the opportunity to discuss this vacancy further with you.

I would like to work for The Big Care Company because it has an informative website with a professional attitude to the Care industry. I know people who have worked for the company and hold you in high regard.

I would like to thank you for taking the time to consider my CV for the role of Care Assistant and look forward to hearing from you in the near future.

Yours faithfully,

Joe Bloggs
Enc

Speculative Letter - example

10 The High Street
Anytown
Hampshire
PO1 2NT

Today's date

The Manager
The Big Care Company
The Avenue
Anytown
Hampshire
PO2 1TX

Dear Sir or Madam

Re: Voluntary Work

Please find enclosed my CV as application for any possible vacancies for voluntary work within your organisation.

As you can see from my CV, I am currently working with Groundwork who deliver the WAVES programme which is aimed at helping and supporting people back to work via voluntary work or paid employment. I have been bringing up my family for the last 5 years where I have gained transferable skills such as: caring for my family, budgeting, shopping, acting as an advocate, housekeeping, communication skills, numeracy skills, conflict resolution.

I am reliable, hardworking, caring and passionate individual who is keen to secure voluntary work within your company to enhance my current transferable skills and gain qualifications within the Care industry.

I would like to work for The Big Care Company because it has an informative website with a professional attitude to the Care industry. I know people who have worked for the company and hold you in high regard.

I would like to thank you for taking the time to consider my CV for any volunteering roles you may have and look forward to hearing from you in the near future.

Yours faithfully,

Joe Bloggs
Enc

Task 1 - template

Your Name

Address

Postcode

Date:

Company Name

Address

Postcode

Dear (Name of Hiring Manager)

Re: Job Title and Reference

Please find enclosed my CV as application for the role of Care Assistant within your organisation as advertised on the Indeed website on Friday 13th April 2018.

As you can see from my CV – this is where you sell yourself and tell the reader why you are the best person for the job.

I would like to work for your company because – this is where you write about your research.

I would like to thank you for taking the time to consider my CV for the above role and look forward to hearing from you in the near future.

Yours sincerely,

Your Name (Miss/Mr/Ms)

Enc

Task 2 - template

Your Name
Address
Postcode

Date:

Company Name
Address
Postcode

Dear (Name of Hiring Manager)

Re: Voluntary Work

Please find enclosed my CV as application for any possible vacancies for voluntary work within your organisation.

As you can see from my CV – this is where you sell yourself and tell the reader why you are the best person for the job.

I would like to work for your company because – this is where you write about your research.

I would like to thank you for taking the time to consider my CV for the above role and look forward to hearing from you in the near future.

Yours sincerely,

Your Name (Miss/Mr/Ms)
Enc