[Name of Hiring Manager] or [HR Department]

Company Name

Street Address

City, Postcode

Date

Dear [Sir/Madam] or [Hiring Manager] or [Hiring Manager’s name],

***FIRST PARAGRAPH*** *- Introduce yourself and express your interest in working for them. A speculative enquiry is an opportunity to demonstrate that you have actively sought them out - and you are so interested and impressed by them that you had to get in touch.*

*For example…*

I am writing to you to express my interest in joining your team at [company name]. I know that you are not advertising for [your area/role] at this moment in time. However, I came across your company whilst searching for [something they do that interests you] and you look like exactly the sort of organisation I would love to work for. If you are considering hiring someone with [list your top-level skills] in the near future, I would be delighted to have the opportunity to meet with you and discuss my suitability in more detail.

***SECOND PARAGRAPH*** *- Explain your previous experience and skills. Do some research on the company and try to include skills/achievements that you think are relevant to them.*

*For example…*

I have attached my CV for you to review. On there, you will see that I have over [X] years of experience working in [list relevant fields/roles]. During my time at [current/previous company name], I was responsible for [list relevant responsibilities / achievements]. I am confident that I have the skills required to make an immediate impact in [company name].

***THIRD PARAGRAPH*** *- Wrap up with a polite reference to the cold enquiry, but use this to reinforce your interest in their company. Include a “call-to-action” to invite a response.*

*For example…*

Finally, I hope you don’t mind me getting in touch. However, I am on the lookout for a new opportunity and [company name] seems so closely matched to what I am looking for. I very much hope to hear from you soon.

I look forward to hearing from you

**[Your name]**

[Your email address]

[Your mobile number]