

SPECULATIVE LETTER – Example 1

Ms Julie Cruise
152 South Street
WEST END QLD 4101
Telephone: (07) 3856 7890

8 November 1999

Mr Garry Lonsdale
Human Resource Manager
Brown, Taylor and Smith
135 Adelaide Street
BRISBANE QLD 4000

Dear Mr Lonsdale

Could your company benefit from having a reliable, responsible, well presented secretary with legal training?

Brown, Taylor and Smith is of great interest to me because the company specialises in Company Law and this is the section of law that most interests me. I am currently pursuing a part-time degree in law at university and I am hoping to combine my secretarial skills with my knowledge of law and legal process.

I have successfully completed a Certificate IV Office Administration at Southbank Institute of TAFE.

I have a range of secretarial skills including -

Word Processing	- MS Word 7, AmiPro, Claris Works
Spread Sheet	- Excel, Claris Works
Data Base	- Access, Claris Works, Approach
Publishing	- Publisher, PowerPoint, AmiPro

I have undertaken voluntary work as a secretary with the Australian Red Cross for the past three months in order to further develop my skills in a workplace situation.

Prior to studying at TAFE I held a casual position with Coles, Toowong for three years. I commenced at Coles as a checkout operator and progressed to working in the finance section. I have a sound work ethic and am very aware of my responsibilities as an employee.

I have attached my resume for your consideration and I will contact you in a few days to introduce myself further.

Yours sincerely

Julie Cruise

Julie Cruise
Encl.

SPECULATIVE LETTER – Example 2

Mr Narajil Singh
P. O. Box 546
FERNY GROVE QLD 4076
Telephone: (07) 3987 0999

8 November 1999

Mr Peter Johnson
The Manager
Computer Systems Solutions
14 Sherwood Road
TOOWONG QLD 4065

Dear Mr Johnson

My research indicates that your company is likely to be interested in employing a person with a fundamentally practical approach to computer operations, systems development and client service.

Waiting for the 'right' job advertisement to appear doesn't suit my nature and determination to be proactive about establishing my career. So, I am approaching you with the conviction I have the following -

- Broad practical experience in in-house installations and a strong customer-service focus
- Thorough training in Information Systems basics
- Ability to work efficiently and effectively both in a team environment and independently
- An ability to effectively manage multiple tasks
- A commitment to ongoing learning and self-development

My enclosed resume briefly outlines the activities from which I have learned the meaning of hard work and developed my attitude towards working conscientiously for my employer.

I would like to meet to explore your staffing needs in greater detail and where I might make a contribution to your business. I will contact you next week to arrange a meeting.

Yours sincerely

Narajil Singh

Narajil Singh
Encl.