Speculative Application – Before

23rd October 2009

Dear Sir/Madam

Please find enclosed my CV. I am applying for any vacancies you may have within your school. You can see from looking at my CV that I have the skills and experience relevant for the job.

I would be grateful if you would consider my application either now or in the future.

Yours sincerely

Nicola Simpson

Nicola's covering letter is just saying 'here is my CV' when it should add to the information in her CV.

Nicola's CV will show what her skills and experience are; her covering letter should explain how these skills can help this employer, and show how keen she is to work for them. Together, her CV and covering letter should convince the reader she is the ideal person for the job.

Nicola doesn’t include any contact details so there are no guarantees that it will end up on the desk of the person who is responsible for recruitment. This is even more important if she’s applying to a large organisation.

Nicola’s just said that she’s applying for vacancies. It isn’t specific enough to tell the employer what type of roles she’s looking for. She needs to mention job roles or types of work so the reader is clear about her aims.

This letter looks like a standard letter that is being sent to lots of employers with no tailoring for each application. This won’t impress a potential employer – they want to see that Nicola’s done some research on what they do and which skills they’re looking for. Employers receive lots of applications and Nicola’s needs to stand out to get an interview.