

Sample of speculative letter of application

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Dear Sir/Madam

I am 15 years old and will be leaving Bridge High School at the end of June this year. I am writing to enquire whether you are likely to be recruiting within your IT Department around this time?

Currently I am working towards 8 GCSEs, including Computer Studies, and would welcome the opportunity to gain further ICT related qualifications whilst working.

In May I undertook a two week work experience placement at Marshall Recruitment where I worked on reception dealing with customer enquiries and booking appointments. I also undertook some clerical duties such as inputting data onto their computer database. I really enjoyed the opportunity to gain new skills, increase my experience and to work as part of a team.

Please find enclosed my CV for your reference and a stamped addressed envelope for your reply. If you have any further questions or queries please contact me.

I look forward to hearing from you in the near future.

Yours faithfully

Jake Waterman