



Job Hunting – Sample Speculative Letter

Joshua Carling
3 Acacia Road
Brighton
East Sussex
BN4 9QT

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Mr Glen
Human Resources Department
Finance and Accounting World
Grove Road
Brighton
East Sussex
BN4 8TU

Dear Mr Glen

Apprenticeship: Trainee Accounting Technician

I am writing to enquire whether you have any opportunities for an enthusiastic and motivated college leaver to train as an accounting technician or similar role within your company.

I am currently studying BTEC Intermediate Diploma in Business at Level 2 at City College Brighton and Hove and am on track to achieve a Distinction. Topics I have studied have included writing a business plan, accounts, finance and revenues. My work experience with the accounts department of a local company provided me with practical experience of purchase invoices, petty cash, debtors, using software such as SAGE and analysis of spreadsheets using Excel. This experience gave me a valuable insight into the world of business and finance and I am keen to follow a vocational route into the workplace.

I enclose my CV which outlines my education and work experience to date. I would be more than happy to answer any questions you may have.

Thank you for your consideration of this matter and I look forward to hearing from you soon.

Yours sincerely

Joshua Carling (Mr)

Enc.