

Remploy's Top Tips for Applying for jobs



Top 5 tips when writing your speculative letter

Remploy

Putting ability first

A **speculative letter** can be in response to news of a job you have heard about on the grapevine or it can be a letter to a number of companies you are interested in, **asking them if they have any positions and informing them of your skills**. Our tips below will help you to write your speculative letter.

1. Keep your speculative letter **short** and **concise**, a maximum of **1 A4 page**.
2. Structure your letter in a format to include:
Intro - Who you are and why you are writing
Body - Why you want to work for the company and what you know about them
Close - How you can be contacted, thank them for reading your letter and look forward to hearing from them
3. **Consider** the **presentation, spelling and grammar** of your speculative letter, enclose your CV and find out the **appropriate person** and address to send your speculative letter to.
4. **Focus** your speculative letter towards the **type of role** you are seeking and the **skills, qualities** and **attributes** the employer will find attractive in a potential employee.
5. **Ensure** your speculative letter **sells you** well and makes the employer want to learn more about you by **inviting you in for an interview**.