

An Example of a Speculative Email

This sample email can be altered to suit you and then emailed, with your CV as an attachment using the 'paperclip' symbol.

Check out thorpecareersportal.info/work-experience to download a Word version.

NEW MESSAGE

To: jewards@norwich.wstores.co.uk

Subject: Enquiry regarding Work Experience - John Travis - Thorpe St Andrew School and Sixth Form

Dear Mrs Edwards,

I am currently a student in year 10 at Thorpe St Andrew School and Sixth Form and I have been given the opportunity to organise my own Work Experience placement between Monday 22 October to Friday 26 October 2018. I am writing to you to ask if it would be possible for me to join W Stores for four days from Monday 22 October to Thursday 25 October.

I would like to do a placement with W Stores as I have an interest in retail and study GCSE Business Studies. I see from the news that your company had very profitable pre-Christmas sales this year, and as I study Business at school, it would be very interesting to see how a local store competes with other stores locally and online. I am interested in Retail as a career and so would enjoy observing a variety of departments both on the shop floor and behind the scenes.

I have attached a copy of my CV.

I look forward to hearing from you.

Yours sincerely,

Mr J Travis

Mr John Travis
12 Davey Road
Norwich
NR4 3DF

01603 498890
07770 542443
jtravis@bsinterweb.co.uk