

An Example of a Speculative Letter

This sample letter can be altered to suit you and then posted.

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

Mr John Travis
12 Davey Road
Norwich
NR4 3DF

You can decide whether to include your home and mobile number, and email address → 01603 498890
07770 542443
jtravis@bsinterweb.co.uk

Mrs J Edwards
Personnel Manager ← **Do make sure you have the correct name, job title and full address**
W Stores
Bloomberg St
Norwich
NR1 3DR

Monday 26 March 2018

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.

State why you'd like to do your placement there.

Show the organisation that you know something about it. Perhaps take a look at the organisation's website and make a comment related to the experience you are hoping to have.

Could you relate a placement to a future career, or school project?

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 enclosed a copy of my CV.

I look forward to hearing from you.

Yours sincerely,

J Travis ← **Sign this with a pen**

Mr J Travis