

## Example of a speculative cover letter

19 Chinston Street,  
Lower Cloughton,  
Nantshire NW3 1FW

1 May 2013

Ms A Wren,  
HR Manager,  
Just Boom Finance,  
Chapel Lane,  
London SW12 9BV

Dear Ms Wren,

I am writing to enquire as to whether there are any suitable vacancies in the audit department at Just Boom Finance.

I would like to draw your attention to my most relevant qualification and experience:

- I am predicted to achieve a 2:1 in my BSc Finance and Accounting degree. This programme, which is accredited by the Association of Financiers, provides thorough preparation for a career in audit.
- My work placement and subsequent employment at Thrift Financial enabled me to see how aspects of the professional services industry work together and to understand the importance of the audit function in supporting clients' financial and business development. During this time I participated in a new client interview in which my mentor supported a new business to establish new record and reporting systems.
- I have excellent interpersonal skills which I have developed while representing my course in an institutional audit event, undertaking part time retail work, and working as a volunteer for St John's Ambulance.
- My IT skills are strong and I have proved to myself that I can learn complex applications, such as how to analyse data using statistical packages.
- I work hard and remain effective under pressure; I have consistently achieved all deadlines set and take care to ensure that I plan ahead and prioritise my workload.

Having considered a range of roles in the financial services industry I feel sure that I can make a strong contribution to the work of an audit department and put what has been described as my 'forensic' attention to detail to good use.

Please find my CV attached. I would be grateful if you would consider me for any suitable positions. I am available for interview at any time and look forward to hearing from you.

Yours sincerely,

Martin Grantford