

An example of a speculative covering letter

Mrs Hannah Simpson
Young People's Counselling Group
Denby Road,
London. NW9 8ET

Include the person's name,
position and full address

Shawn Andrews
42 Benson Heights
Didcot, Oxon
OX55 5YT

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Outline what attracts you to
the role, showing that you
have done your research

State where you heard
about the organisation

Dear Ms. Simpson

Possible openings

Your new charity has come to my attention because it offers practical counselling and related services to young adults. Whilst listening to your recent BBC interview I was particularly moved by your experiences with young people in your area and how you got the idea for your charity in the first place. I would really like to be part of this project and have enclosed my CV to highlight my relevant skills and experiences.

As you can see from my CV, I am about to graduate from university with a degree in youth work. I have completed projects in the local area that have increased young people's confidence and have tackled bullying. My final paper is entitled 'Inner City Youth: Myths and Morality' for which I surveyed the opinion of 30 adults and 45 young people. I found that there is a dangerous disconnection between the two groups which I want to address in my career.

Highlight the key skills and
experiences you have to offer

I have also completed two years towards a counselling qualification during which I have developed a strong ability to listen to young people in a non-judgemental way and give them the tools to help themselves.

Furthermore, I volunteer at MUZIK, a community programme which lends out instruments to local people, provides free music lessons and creates local bands. During my time at MUZIK I have supported numerous young adults and have also gained valuable fund-raising through networking and applying for grants.

I would be grateful to have a chance to discuss my skills and experiences with you and to learn more about your work. I will call next week to see if we can arrange a convenient meeting.

Yours sincerely

Shawn Andrews

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