

Sample Speculative Cover Letter Template

Dear Ms Kennedy

Re: Graduate HR Opportunities

I am writing to explore whether an opportunity might exist to join Annaville Corporation in an entry level HR role. A recent article in The Irish Independent highlighted that your company had planned to expand from your current base of 1,000 employees to 1,600. I am very aware of Annaville Corporation as an organisation and would welcome the opportunity to work with you during such an exciting growth phase.

I am in the final year of a HR degree with National College of Ireland and have maintained a 2:1 average to date. The course has given me a strong grounding in HR and recruitment and modules have included Human Resource Strategies & Development, Employment Law and Talent Development. The degree has involved a great deal of independent research, requiring initiative, self-motivation, time management and strong administration skills. I also secured work experience last summer within a recruitment role during which time I sourced large volumes of candidates using both traditional and digital media, interviewed using competency methods and extended offers to successful candidates. I controlled the process tightly and had a 90% offer to acceptance ratio.

I believe that the skills I have gained from my part time work experience, which include skills in dealing with clients, problem solving, using professional judgment, working effectively in a team and being able to work independently would assist me when working within HR. In addition, I bring a positive, can do attitude and enthusiasm.

I am committed to developing a career within HR and feel confident that I would make an effective contribution to your team of researchers. I would welcome the opportunity to discuss any possible openings with you and look forward to hearing from you.

Yours sincerely

Anna Annaville

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