

## Speculative cover letter example

**Jane Brown**  
**101 Any Road, Every Town, XX1 1YY**

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Mr John Smith  
ABC Company  
All Streets  
Any Town  
AA1 1ZZ

(Date)

Dear Mr Smith

I have been interested in working for your company for some time and I am writing to ask if you have any current office/administration vacancies. I enclose my CV for your consideration.

You will see from my CV that I have gained a considerable amount of office experience from my last few posts, rising from Office Junior to Senior Administrator. I have successfully undertaken a number of tasks and responsibilities, including reception work, minute taking, diary management and typing of lengthy reports. I have excellent skills in Microsoft Office.

I believe that I would be an ideal fit for your company and that my skills and experience would be of great benefit to you. I am reliable, punctual and am keen to take on further responsibilities. I am quick to learn and enjoy learning on the job. XYZ Company's reputation as a high profile and progressive business is an attractive one and I feel that I could contribute well to the team.

I would appreciate any opportunity to discuss my CV and abilities further at your convenience and can provide first class references for your perusal. If you have no suitable current vacancies, I would be grateful if you could keep my CV on file and consider it if a suitable post arises in the future.

I can be contacted on (phone number) or at (e-mail address) at any time.

Thank you for your consideration.

Yours sincerely

Jane Brown

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