

## Cover letter: Speculative

14<sup>th</sup> April 2015

Mr Andrew Price  
Right Recruitment  
Boaden House  
Ledger Way  
Bristol  
BW12 14F

Dear Mr Price,

I am writing to express my interest in working for Right Recruitment as a specialist HR recruitment consultant. I am an HR graduate looking to secure a role in this field and I believe I have many skills that could benefit your organisation.

I am dedicated, hardworking and enthusiastic, with a strong passion for human resources. During my studies, I undertook a range of relevant modules including recruitment and selection and CIPD electives that are considered best practice in shortlisting and interviewing techniques. This would ensure that I could hit the ground running in any role involving such duties.

Additionally, I succeeded in a number of employability modules that developed my communication, presentation and teamwork skills. During the university holidays I worked at Morrisons supermarket where I built many strong relationships and delivered excellent customer service.

These skills also equipped me for my year in industry where I undertook a placement at ASOS Ltd. This was a small but busy HR department where I worked effectively within a team, meeting deadlines and coping with the pressure. I thoroughly enjoyed this experience and have a reference from the HR manager that supports my success in this role (please see the attached document).

Thank you for taking the time to consider this speculative application. I would welcome the opportunity to meet with you and explain more about how I can add value and contribute to the continued success of Right Recruitment. I look forward to hearing from you to arrange a convenient date and time for an interview.

Yours sincerely,

(Signed)  
Print name