

## You don't have to wait for jobs to be advertised.

You can write to companies to ask if they have any vacancies, or are likely to have any vacancies in the future - this is known as making a speculative enquiry. It shows employers that you are proactive and enthusiastic about the type of work you are enquiring about. You are likely to improve your chances of finding work if you are applying for advertised jobs *AND* making speculative enquiries.

### Here are some points to remember:

- Think about the type of work you want to do, and contact appropriate companies (try using www.yell.com, the Yellow Pages or other business directories).
- Plan your letter carefully. Think about why you are interested in a particular career / company and what you have to offer.
- Always check your spelling and grammar (don't rely on the spell check).
- Whenever possible, try and send the letter to a named person (you may have to phone the company to find out who is in charge of recruitment).
- If you are writing to a person by name, end the letter with 'Yours sincerely'. If you start a letter with 'Dear Madam/Sir', end it with 'Yours faithfully'.
- Include a CV.
- Keep a record of the companies that you have contacted. If you don't hear back from a company, try and follow up with a phone call (generally after two weeks).
- If the company doesn't have any vacancies at the moment, ask if they will keep your details on file in case a suitable job becomes available in the future.

### Example letters

This fact sheet shows two example speculative letters.

You will need to make your letters relevant to the jobs you are enquiring about (but always tell the truth).

Think about different ways that you can demonstrate the skills employers are looking for. For example, look at any skills you may have developed in communication, ICT, leadership and teamwork - as well as any job-specific skills.

You may have developed these skills in school (perhaps on work-experience), as a volunteer or as a member of a club.

Although you may be looking for full-time employment, don't forget that part-time work is a good way to build-up skills and experience. It can often lead to full-time employment.

## Example 1

[Your address]

[Your phone number]

Mrs D. Ramsden  
Ramsden Garages  
Knotford  
Southshire ZX01 2AB

[Date]

Dear Mrs Ramsden

I am writing to ask if you have, or are likely to have, any vacancies. I have recently finished school, and I am looking for full-time employment (although I would also consider part-time work).

I would really like to work as a mechanic, and would be prepared to commit to any training that might be required. Working on cars and helping to keep them running properly is something that I really enjoy. I have helped friends and family to service their cars and also worked with them to fix minor mechanical faults.

I have enclosed my CV, and I look forward to hearing from you (I can be available for interview at any time).

Yours sincerely

**[Your signature]**

[Your name]

## Example 2

[Your address]  
[Your phone number]

Mr K. Graham  
Bright Marketing Company  
Knotford  
Southshire ZX90 7ZY

[Date]

Dear Mr Graham

I am writing to ask if you have, or are likely to have, any vacancies at your company.

I have recently finished a BTEC National Diploma in Business and Finance, and I am looking for full-time employment (although I would also consider part-time work).

I particularly enjoyed the marketing modules of the course and would like to pursue a career in marketing. I am willing to commit to any training that might be required.

I am a volunteer with a local charity, and have helped to produce leaflets to promote the charity. The charity is currently developing its website, and I am a member of the group that is working on this project.

I have enclosed my CV, and I look forward to hearing from you (I can be available for interview at any time).

Yours sincerely

[Your signature]

[Your name]

### Telephone enquiries

You can use the telephone if you are looking for vacancies. But it's important to spend some time preparing for the phone call.

- Have the information you need available (about the employer and yourself).
- If using a mobile, make sure you have enough credit and battery life.
- Rehearse what you are going to say, and write down any questions you want to ask.
- Speak with confidence, and be prepared to sell yourself.
- Have a pen and paper to hand.
- Phone from somewhere where you won't be disturbed.
- Afterwards, make a note of any good points (to use again) and bad points (to avoid).

Some of the things you might want to think about when deciding whether to write or phone are:

- Cost.
- Your skills / confidence (do you communicate better in writing or verbally?).
- How busy is the employer - are they going to give your phone call their full attention?

### Free vacancy service

Register with our free vacancy service to be sent details of suitable jobs by text or email. To register, simply visit your nearest Youth & Connexions centre or call **01473 260174/260184**. You can also apply for jobs 24/7 at [www.thesource.me.uk/jobs4u](http://www.thesource.me.uk/jobs4u)

Don't forget that Connexions advisers can give you more help if you need it (e.g. writing a CV and preparing for interviews). They can also give you information about Apprenticeships, training and returning to education. More information on training and courses in Suffolk can be found at [www.future4me.org.uk](http://www.future4me.org.uk)

### Youth & Connexions Service drop-in centres

43 St Andrews Street South, BURY ST EDMUNDS IP33 3PH

Infobar, 37 - 43 Fore Street, IPSWICH IP4 1JL

Opportunity House, 35 - 37 London Road North, LOWESTOFT NR32 1BH

The Cangle, HAVERHILL CB9 9PF (Open Mon - Wed, 10 - 12 midday and 1pm - 3pm)

Phone: 01284 768493

Phone: 01473 341800

Phone: 01502 508680

Phone: 01440 765050

**More work-related factsheets and leaflets can be downloaded from [www.thesource.me.uk/jobs4u](http://www.thesource.me.uk/jobs4u)**