



thejobcentre

offering you a new direction

Nivison House, 31 Prospect Hill,
Douglas, Isle of Man. IM1 1QS

Telephone: (01624)687014

Fax: (01624)686453

E-Mail: jobcentre@gov.im

Web Site: www.gov.im/dti/jobcentre

Speculative Letters

It has been reported that 75% of jobs are never advertised for any number of reasons:

- A job may be filled internally from people within the business,
- The company may recruit through recommendations, contacts, staff or family,
- Employers may have a number of speculative letters and C.V.s on file,
- It is a time consuming business and a company may not have the resources available,
- Selection procedures are not always reliable,
- Advertising is expensive,
- Companies are swamped with applicants,
- A business may not want competitors to know they are recruiting.

Many people limit their job searching to advertised vacancies, ignoring hidden vacancies. In order to increase chances of success, speculative letters can be sent to organisations that have not advertised a vacancy in the hope that they may have a suitable job. Some companies welcome receiving them as they are used as the first port of call when a vacancy arises.

You may need to contact a number of companies and accept limited response. However it will demonstrate initiative and could put you in front of a very short queue!

The Letter

Your letter will form their first impression of you, so ensure it is well presented and correctly laid out.

The Letter should demonstrate:

- You are accurate and you present your work well,
- You have thought about and taken your time with its content
- You have the skills and experience they may require and you can back this up with evidence.

The main purpose of a letter is to motivate the reader to read the enclosed C.V. and to do this successfully; you need to know about the company. In this situation, do not be too specific about your aim by focusing on a specific job title or category, as this may restrict your access. Instead, enable the company to identify a match in your skills and experience against any possible job opening.



INVESTOR IN PEOPLE

Where & How

Newspapers, Web Sites, Journals, Business Brief –

A rich source of information:

Companies opening, expanding or business plans.

Company recruitment, contact names and addresses.

It can also be inexpensive as the local library offers access to them all for free.

Relatives & Friends - What is going on where?

Networking - Companies will be able to offer information on possible contacts.

Enclosures - Keep the originals of any supporting information e.g. references.
Only send out photocopies.

Keep a Log - Make a note of the firms you have written to, so that you are prepared for a response.

Example of a Speculative Letter

Your Name
Your Address

Mr/Mrs
Name of Company
Address of Company

Date

Dear (Name if known, or Sir/Madam),

I would like to be considered as an applicant for any vacancies that may arise within your company for which my particular knowledge and skills are suited.

I believe I have the relevant skills and experience you may require and submit full details in my enclosed Curriculum Vitae.

I understand the importance of good service, take pride in my work and would be keen to participate in any additional training. Both employment and character references can be supplied.

Should you wish any further information, I can be contacted at the above address or by telephone on home: ***** or mobile *****. Alternatively, I would be happy to meet with you to discuss any opportunities.

Yours sincerely/Yours faithfully,

Your Name

