

An example of a covering letter for a speculative application

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Didcot, Oxon
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Dear Hannah Sampson

I have recently learned of your work setting up a charity to offer young adults counselling and related services. This was discussed on a regional BBC channel and I was particularly moved by your experiences with young people in your area and how the idea came about to begin with. This is certainly a project I would like to be a part of and I decided the best move was to enquire about any possible openings.

I am about to graduate from University with a predicted 2:2 in Youth Work. I have completed projects in the local area that had the aim of increasing young people's confidence and tackle bullying. My final paper is entitled 'Inner City Youth: Myths and Morality' and I surveyed the opinions of 30 adults and 45 young people in the process.

Besides a qualification in Youth Work, I have completed two years towards a counselling qualification and I do volunteer work at MUZIK, a community programme creating local bands. We also lend instruments out and provide free, or nearly free, music lessons. I teach piano and guitar. I also have some experience of raising funds and networking as we recently had to apply for grants and support to keep MUZIK open. From my summer employment, where I worked in the office of a leisure centre, I have gained valuable experience in office organisation and administrative skills.

I have enclosed my CV and would be grateful to have a chance to discuss my skills and experiences with you and to learn more about your work. I will call next week to see if we can arrange a convenient meeting.

Yours sincerely

Shawn Andrews

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