

## Sample: speculative cover letter

This is David's speculative cover letter for an unadvertised position.

January 4, 2007

Ms. Beatrice Wilson  
Media Accounts Coordinator  
Malooney, Wilstone and Massey  
3-12 Laurier Park  
Toronto, ON M1M 2A9

Dear Ms. Wilson:

Mr. Bill Brennen, a former classmate of yours, suggested I send you my résumé regarding opportunities for a junior position in media relations in your department. Beyond my strong set of communication skills, I believe my relevant experience as a newsletter editor and successful fundraiser could help me make an immediate contribution to Malooney, Wilstone, and Massey.

As editor of *PoliSci & You*, the newsletter of the University of Toronto Political Science Students' Association, I write, solicit, and edit articles and advertising copy for a mixed audience including subscribers (students) and advertisers. Most recently, I organized and publicized the annual fundraising event for St. Clements Church — this year's attendance surpassed previous years by 60%. I also developed my public presentation skills by delivering seminars as part of my coursework and by being a tour guide this past summer.

Additionally, I am aware that Malooney, Wilstone and Massey is targeting the small business. This is a group that I have come to know well by having been involved in running a family business. It is here that I acquired unique insight into the competing demands of running a profitable business without compromising the service offered to customers.

I welcome the opportunity to further discuss my suitability with Malooney, Wilstone and Massey and will contact you within the next week to arrange a possible meeting time.

Sincerely,

**David Cheung**

David Cheung  
24 Sussex Gardens, Toronto ON M6R 1G7 Telephone: 416-234-5678

