

Speculative letter example for Year in Industry placement

Your contact details

Named contact *

Date

Job title

Address

Dear Mr/Ms

I am currently in my second year at the University of Kent, studying for a degree in
A major part of my degree is a year in industry, consisting of a minimum of 44 weeks between June 2015 and September 2016, and I would like to enquire whether there might be an opportunity at[company name] / or within your ... [business/team/department].

I believe I could make an immediate contribution to your business [or team] as I can offer up-to-date business knowledge [marketing / finance knowledge], initial work experience in retail/customer service/sales and a wide range of relevant skills. For example, [write about relevant key skills, backing your statements up with your example where you have used the skill. For example, consider mentioning numeric, analytical, problem-solving, communication, team working, Excel for finance; team working, written and verbal communication, creativity, social media, presentation for marketing; numeric, team working, organisation, communication, IT skills for HR; appropriate and relevant to what you wish to apply for.]

For example: I have strong IT skills and am confidently using typical Microsoft packages, such as Word and PowerPoint, and in particular I have gained strong Excel skills, as I recently attended an advanced workshop at Kent Business School. I also use this in in my finance module,....

I would like to work at ... [company], because and I also live locally.

There are many advantages to taking on a placement student. If you would like to find out more about placements, please visit <http://www.kent.ac.uk/kbs/undergraduate/year-industry/ug-placement-info-employers.html>. Often, there are concerns about continuity, and many placement students tend to have a short handover period with an incoming placement student.

I would be pleased to meet up with you to provide further information about myself in person. In the meantime, I attach my CV for further information about myself and look forward to hearing from you in due course.

Yours sincerely,

Your name

* This may require more research, so use your initiative and speak with people!