

## Speculative placement application – Example

Your contact details  
Date

Named contact \*  
Job title  
Address

\* Always do your research and find a named person. Telephone the organisation and find out to whom you need to write. You will then also find it easier to follow up with a phone call a week or two later.

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 2018 and September 2019, and I would like to enquire whether there might be an opportunity in 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, initial work experience in retail/customer service/sales, etc. and a wide range of relevant skills. For example, .... *[make this relevant - write about relevant modules studied and the key skills for the role; i.e. say you have x skill and back it up with your example where you have used the skill. **Finance/accountancy**: analytical, problem-solving, Excel, numeric, team working, communication; **marketing**: creative, communication, social media, team working, MS Office, organisation, attention to detail; **HR**: communication, team working, organisation, MS Office – show you are clear about the role you want to apply for and the key skills needed for it – see blog: Insights]*

*[Example: I am a highly competent user of Microsoft Office, in particular Excel, for which I have recently attended an advanced workshop/completed an online tutorial/which I use in my ... module. - explain how you have used Excel/what you have used it for]*

I am interested in working for *[employer name]*, because ... *[show that you are clear about what they do]* and believe I can make a useful contribution and would be able to support your team well.

There are many advantages to taking on a placement student, and if you would like to find out more about placements, please contact Kim Munden, Employability and Placements Manager, [K.E.S.Munden@kent.ac.uk](mailto:K.E.S.Munden@kent.ac.uk) or contact Debbie Kemp, Head of Employability and Placements, [D.Kemp@kent.ac.uk](mailto:D.Kemp@kent.ac.uk).

I attach my CV for your information and would be pleased to meet up with you to provide further information about myself in person.

Yours sincerely,

Your name