

PETER HILL  
452 Chipstead Valley Road  
Coulsdon Surrey  
tel : 123 246 88 88

1 June 2010

Mr/Mrs. XXXX  
Company  
Address

**Re. : Speculative job application**

Dear Sir/Madam,

After having consulted your Internet site, I would like to apply for a position at your company.

I am currently employed as a XXXXXXX XXXXXXX for a XXXXXXX company, where I manage a portfolio of clients from the XXXXXXX sector. Specialized in XXXX XXXX and XXXX, my main task is to deliver appropriate solutions to the client quickly and effectively for any technical or commercial problems they may encounter. I therefore work very closely with the XXXXXXX XXXXXXX department, as well as with XXXXXXX XXXXXXX and XXXXXXX XXXXXXX.

My aim today is to broaden my knowledge in the field of XXXXXXX and build a career in a forward-looking company. I also hope to put my 'commercial' skills to good use. Organised and motivated, I feel ready to meet fresh challenges in my professional life.

I look forward to having the chance to meet you in person, in order to obtain a better idea of what working together in the future could bring us. I would like to thank you in advance for your interest in my application.

Yours faithfully,

PETER HILL

[SIGNATURE]