

# Example covering letters

## Covering letter for a speculative application

Here's an example from Joginder, making a speculative application, and who is looking to develop his career within the same sector

Joginder Singh  
123 Warwick Road  
Kenilworth  
Warwickshire  
CV8 1EJ  
01926 850973

Mr George Black  
Export Sales Director  
Blank Distribution Company  
5 Blank Street  
Royal Leamington Spa  
Warwickshire  
CV35 8EE  
[Date]

Dear Mr Black,

I am writing to enquire if you have any current vacancies in your company for a Senior Export Sales Manager.

I've been following your company with interest for some time on LinkedIn and note that you received a recent export award from the Department for Business, Innovation and Skills. With my knowledge of the sector, your growth into component sales in the Far East has been something few companies have successfully achieved in the last five years.

Having had over ten years' experience in export sales, including experience of exporting electronic, and computer-based control equipment, I am seeking a new challenge that will build on this experience.

Some of my key achievements to date have been:

- Locating new lines of products and developing international sales streams.
- Selecting and working with local distributors throughout the world.
- Increasing sales by 26 per cent in one year when the pound was at its highest exchange rate.
- Consolidating my experience through a Business Management degree with The Open University, with an Innovation and Enterprise specialism.

Although primarily the reason for my contact is that I would like to work for your company, your advice and suggestions would also be helpful and influential in helping me research my options to develop my career.

I enclose a copy of my CV and thank you in advance for your consideration. I very much look forward to hearing from you.

Yours sincerely,

Joginder Singh