

Speculative Application – After

Nicola Simpson
61 Key Drive
Newcastle
NE23 4FG

Telephone: 0191 345 6789

Email address: nicolasimpson24@ms.com

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Mrs Jennie Jones
Headteacher
Slate Lane School
34 Slate Lane
North Shields
Newcastle
NE54 6HT

Dear Mrs Jones

Nicola indirizza la cover letter esattamente al recruiter. In questo modo sarà certo che la lettera arriverà nel posto giusto.

Indirizzare la lettera esattamente al recruiter serve anche a dimostrare che non è un invio "di massa" ma specifico a quell'azienda.

Nicola specifica esattamente quale sia il ruolo che vorrebbe ricoprire.

Do you currently have any teaching assistant opportunities within your school, particularly supporting children with complex learning and behaviour needs?

Questo paragrafo dimostra come Nicola si sia informato riguardo al luogo di lavoro.

Slate Lane School has an excellent reputation with local parents for supporting children with learning difficulties. Your recent Ofsted Report suggests your designated unit for pupils with severe autistic spectrum disorders has strong pool of teaching assistants who provide support. I believe I can make a valuable contribution to this team and continue to develop my own skills and knowledge.

During my two years on maternity leave I have undertaken voluntary work in my local Surestart Centre, working with children up to the age of five. The most rewarding aspect of this role was working on a one-to-one basis with children with challenging behaviour. I recently completed an introduction to teaching assistant course, which has provided me with a good understanding of the role and responsibilities of a teaching assistant.

In questo paragrafo Nicola sottolinea le sue skills, capacità ed esperienze, facendo capire quale sarebbe la sua utilità in caso di assunzione.

I have enclosed my CV and would be grateful for the opportunity to discuss my skills and experiences with you and to learn more about your school. I will call next week to see if we can arrange a convenient meeting.

Yours sincerely

Nicola Simpson

Il paragrafo finale indica al recruiter quali siano le aspettative di Nicola.