

Pro-Active Human Resource Management – Sample Letter

Cold Canvass Letter– Non Specific Trade/Area of Experience

Format as per letter set up handout

Dear (*Name of Person*)

I am writing to in anticipation of a position becoming available within your organisation - now or in the near future.

My experience is varied, as outlined in my enclosed resume. The following skills and experience are applicable to your organisation.

-
-
-
-

I am a strong and healthy person who enjoys a challenge, and I can assure you that my work performance will be more than satisfactory, as my referees will testify. (*make sure they can*)

I can be contacted on (*all phone numbers*) - (*If working or doing a course tell the employer and say so and state contact time – i.e. every day or afternoons only*) and would welcome the opportunity to meet with you personally, to discuss how I can fit into your organisation and fulfil your recruitment needs.

Yours sincerely

Name

Enclosed: Resume