

**Sample Of A Cold Canvassing Letter To An Employment Agency Or A
Recruitment Firm.**

Pro-Active Human Resource Management – Sample letters

(Note: you should always call and discuss the types of positions the agency specialises in and the name of the Consultant who handles that area). Speak to the Consultant first. **“You suggested”** ensures that when they get the letter they will read it and consider it.

Your name and address

Date

*Name and title of person writing to
Company name and address*

Dear Mr Brownlow

I spoke to you early this week regarding employment as a Finance Manager and you asked me to send you my resume.

As I mentioned to you, I have had a wide range of experience in different industries - some with overseas divisions. You suggested that I should concentrate on positions/ Industries that I have previously worked in.

The areas of experience are: -

- Commercial Property Management
- Credit Control Operations Management within the mining industry
- Strategic and Business Planning – both property and mining industries
- International Trading
- Funds Management

Your client can be assured that I can bring to the job an excellent track record of getting things done, excellent knowledge in financial management, meeting deadlines, good team skills and a flexible attitude.

If a suitable position is registered with you, I would be very interested to meet with you to discuss how I can meet the company's needs.

Yours sincerely

Name
Enc. Resume