

Speculative Application – After

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

Dear Mrs Jones

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

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.

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

Nicola's contacted the employer and found the name of the person responsible for hiring staff. This will ensure it arrives on the right person's desk.

Addressing the letter to a named person shows the employer that Nicola hasn't sent the same letter elsewhere.

Nicola's specific about the type of work she's looking for.

This paragraph shows Nicola has researched the school she's applying to and thought about why she'd like to work for them.

Nicola highlights her relevant skills, qualifications, experience, achievements and personal qualities.

The final paragraph tells the recruiter what's going to happen next. It's assertive and confident without being pushy.