

Next Steps Sample Letter for a Speculative Approach

34 Greenacres
Kinety Lane
Poole
Dorset BM14 3SB
Mobile: 07999 999999

Date

Dr Robinson
15 High Street,
Cambridge

Dear Dr Robinson,

As a local person with an interest in my community, it is with enthusiasm that I have watched the process of your new surgery which is now well under construction. From the publicised plans regarding the changes, there is no doubt that the improvement will be to the benefit of all concerned and allow your practise to expand and take on new patients. This being the case, you may well be looking to recruit additional staff.

My current job has given me extensive management, budgetary and clerical skills combined with strong IT knowledge and four years experience of dealing with the general public. This experience would seem ideally suited to the pressurised environment of a busy practitioner surgery,

My CV is enclosed from which you will see my principle strengths are:

- Customer care, dealing diplomatically and calmly with both face to face and telephone queries.
- Team work, having worked for the past three years as a manager of a team of receptionists/ advisors at a busy building society.
- Management of budgets and resources.
- Administrative support and accounts.
- Word processing and desktop publishing skills.

I am a very organised person who enjoys working in a lively and dynamic environment. As I live locally, I am available to respond to the surgery's needs at short notice.

I look forward to speaking to you personally with regard to my letter and I will contact you in the next few days to arrange a convenient time.

Yours sincerely,

Sarah Smith