



STEM Placements and Internships Speculative Email Approach Example (DO NOT COPY – This is a guide only)

What is a Speculative Email Approach?

This is for when you want to apply to a company, but they do not have a placement or internship advertised. You can approach a company 'speculatively' to ask whether they would consider offering a placement or internship. When you send them your CV, include a covering email in the body of the email (like the example below).

New Message _ ↗ X

To brightoncharteredurveyors@employer.co.uk

Subject: Summer Internship Enquiry – University of Brighton Building Surveying student

Attachment: CV.Brighton.doc Bcc

Dear **(Name of contact if known, or company name),*

I am a second year BSc (Hons) Building Surveying student on track to receive a 1st, at the University of Brighton who is very keen to gain some industry experience at *(insert company name)*. I would like to do a summer internship in 2023 (usually 1-3 months, sometime between June-September) and am writing to ask what opportunities you may have.

I am aware that Brighton Chartered Surveyors are well renowned within the industry and have worked on many key local landmarks. I was very interested in your use of drones to survey, which I came across during research for a university project on 'new technologies within surveying', especially your use of drones to reach inaccessible locations. I was also interested to read about your involvement in dilapidations and legal disputes, two areas I find fascinating and have very much enjoyed learning about through my degree modules. Gaining experience within a company that is a member of RICS is very appealing to me as it means I can develop key skills and abilities from a well-established company such as *(insert company name)*.

So far at university, I have been immersed with Building Surveying terminology, covering dilapidations, procurement routes, and the indoor environment. I have also learnt how to use the Architectural software BIM as a continuation of last year's AutoCAD software. I will be using this software in conjunction with survey data to map out a property and then provide a summary of its various defects or structural flaws in the second semester.

I have shadowed a plethora of Chartered Building Surveyors in the past at Southampton Chartered Surveyors. The work included surveying a variety of different properties such as residential and dilapidated properties. In addition, I have also accumulated over two and a half years of retail workplace experience. This has developed my confidence as well as improved my productivity and communication skills.

I have attached my CV for your review. I look forward to hearing from you if you have any suitable opportunities.

Kind regards,
(Insert your full name here)

Send