

Job Applications for Unadvertised Positions

What is a Spontaneous Application?

A spontaneous application, also known as a *general* or *unsolicited* application, is an application submitted by a candidate directly to a company without responding to a specific job posting. It is a proactive job search strategy where professionals, including new grads, express their interest in working for a particular company, even if no job openings are advertised.

This strategy is also commonly used by students looking for a practicum, internship, or special workplace experience as part of their program requirements or during a study break between scheduled class terms.

Benefits of Spontaneous Applications:

- **Access Hidden Job Market:** Many job vacancies are not publicly advertised. By sending a spontaneous application, you increase your chances of being considered for unadvertised positions and tapping into hidden job opportunities.
- **Proactive Jobseeker:** Submitting a spontaneous application demonstrates your proactive nature and initiative. It reflects your genuine interest in working for a specific company and can make a positive impression on employers.
- **Stand Out from the Crowd:** Since spontaneous applications are not in response to a specific job posting, they allow you to capture the attention of employers by showcasing your unique skills and qualifications. Be sure to help them understand why they should even consider you.
- **Networking:** Even if your spontaneous application does not result in an immediate job offer, it can help you establish connections within the organization. This creates an opportunity to follow up on your application in-person, by phone, email, or a direct message via LinkedIn.
- **You're On File:** Your general application is in the company's hands – or database. When an opening becomes available, your application may be considered.

Tips for Preparing an effective Spontaneous Application:

1. **Research:** Before submitting a spontaneous application, conduct thorough research about the companies you are interested in applying to. Research the company's values, culture, and industry. Tailor your application to demonstrate your knowledge and alignment with the organization.

2. **Customize Your Application:** Personalize your application by addressing it to a specific person, preferably the hiring manager or human resources. Use a professional and well-structured format in an updated resume and leverage the cover letter to introduce yourself and make your ask clear. *Refer to the *spontaneous application* cover letter examples to see how these tips are incorporated. *
3. **Highlight Your Assets:** Emphasize your skills, experiences, and achievements that are relevant to the company or industry. Focus on how your qualifications can benefit the organization and add to their existing initiatives. Use existing job postings as a tool to help you include what employers are typically looking for in the role you are going for.
4. **Follow-Up:** After submitting your application, follow up with a polite and concise email or phone call to inquire about its status. This demonstrates your continued interest and professionalism.
5. **Maintain a Positive Attitude:** Keep in mind that your spontaneous application may not result in a call, interview or job offer. Be patient and continue exploring other opportunities while remaining positive and persistent in your job search.

Deven Banerjee

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June 12, 2023

Jordan Klein
Director of Maintenance, KRK Aviation
123 Airport Blvd.
Abbotsford, BC V1V 2V2

Re: Aircraft Maintenance Engineer (AME-M) – Student Opportunity

Dear Mr. Klein,

It's an exciting time! I am writing to introduce myself and inquire about an opportunity to put my Aircraft Maintenance Engineer skills and knowledge to work at KRK Aviation during an upcoming study break at BCIT. I am available on a full-time basis from June 19 to August 29 and can't wait to launch my career.

My background working as a shop & parts assistant in a busy automotive business has fueled my interest in all things mechanical. I had the opportunity to work closely with a team of licensed mechanics, apprentices and of course, customers. I was responsible for keeping the shop area clean and tidy and maintaining the parts inventory. I'm pleased to say, I created a simple but effective Excel spreadsheet used for inventory tracking which ultimately saved time and money.

I've been able to take many lessons learned from my work experience into my studies at BCIT. Like the service bays, the hangar requires organization and safe work practices which I have easily demonstrated. I have enjoyed both the theoretical and practical aspects of my studies. Honestly, I was surprised at how much I liked the physics and math course and applying those concepts into a technical drawing assignment. Another highlight has been the ability to inspect, fabricate and repair various material structures such as sheet metal and composites.

I see from your website that you are growing. I am sure with the combination of my relevant work experience and education, I can help your business now and be a part of your future workforce plan. I would like to discuss how we can work together, and I will follow up with you in a few weeks. Thank you for your consideration.

Sincerely,

Deven Banerjee

Commented [KK1]: Personalize your cover letter by addressing it to a specific person, ideally the hiring manager.

Commented [KK2]: Go for an opening that captures their attention and encourages them to keep reading - remember, they don't have an *advertised* opening.

Commented [KK3]: Provide brief details about yourself, your situation and your ask.

Commented [KK4]: Go with a theme for each paragraph. This one highlights specific skills, experience and achievements in past work experience.

Commented [KK5]: This paragraph links and showcases additional relevant skills and experience in a second theme, studies at BCIT.

Commented [KK6]: Showcase that you've done your research.

Commented [KK7]: Say you'll follow up ... and do!

Aisha Ramirez

Burnaby, BC | 604-111-3322 | ramirezaisha@mail.com

May 30, 2023

Human Resources Department
TELUS
Suite 501- 3777 Kingsway
Burnaby, BC, V5H 3Z7

Re: Spontaneous Application

Dear Human Resources,

As a recent graduate, I am eager to convey my enthusiasm for pursuing a career opportunity within TELUS' technology department. TELUS has consistently shown innovative leadership in the tech industry, delivering innovative solutions and services like the TELUS Cloud Security Posture Management and TELUS Wise free digital literacy education program. My commitment to combatting emerging cyber threats, combined with my technical skills, would me make an excellent contribution to your existing team.

As a highly adaptable and collaborative individual, I take pride in delivering high-quality solutions in fast-paced environments. I completed a Bachelor of Technology in Digital Forensics and Cybersecurity at BCIT. This program enabled me to develop a strong understanding of security operations including threat prevention, threat management, incident response, and data loss prevention. While equipping me with comprehensive knowledge of programs such as DevSecOps, GitHub, and Cloud based security tools.

In my final year at BCIT, I worked on a cybersecurity project focused on implementing security policies and procedures. I created a document outlining best practices for stakeholders to improve security measures to protect their data and systems from cyber threats. My ability to consistently demonstrate strong analytical and problem-solving skills allows me to effectively investigate security breaches and brainstorm strategies to prevent future occurrences. Overall, I feel fulfilled in work that keeps me challenged.

I would appreciate the opportunity to learn more about TELUS's cybersecurity initiatives in greater detail and discuss how I can contribute to your organizations continued success. Thank you for taking the time to review my application.

Sincerely,

Aisha Ramirez

Commented [SL8]: Side box : It's okay to write 'Spontaneous Application ' as the subject. This term is commonly known by employers .

Commented [SL9]: Side box : If you cannot find a contact name (e.g., hiring manager), address your letter to "Dear Human Resources " .

Commented [SL10]: Side box : Be clear about your goal by specifying the type of opportunity you are seeking

Commented [SL11]: Side box : Discuss the value (e.g., skills, knowledge, experience) you bring to the company .

Commented [SL12]: Side box: Highlight your skills as they align to the job/field .

