**Cover Letter Sample Unadvertised opening**

Your name  
 Your address

Email

Telephone number

October 2, 2012

John Clark

V.P. Operations  
ABC Products  
Company’s address

Dear John Clark

Recently I have been researching the leading local companies in data communications.  My search has been for companies that are respected in the field and who provide ongoing training programs.  The name of ABC Products keeps coming up as a top company.

I am an experienced voice and data communications specialist with a substantial background in IBM environments.   
 If you have an opening for someone in this area, you will see that my resume demonstrates a person of unusual dedication, efficiency, and drive.  
My experience and achievements include:

* The complete redesign of a data communications network, projected to increase efficiency company-wide  
   some 12 percent.
* The installation and troubleshooting of a Defender II call-back security system for a dial-up network.

I enclose a copy of my CV and look forward to examining any of the ways you feel my background and skills would benefit ABC Products.  While I prefer not to use my employer's time taking personal calls at work, with discretion I can be reached at (0030) 69123-012 to initiate contact.  Let's talk!

Yours truly,

Your name

Enclosure