**Cover Letter Sample Unadvertised opening**

Your name

Address

Telephone number

12 June 2012

Mr. F. Grey

Director

ABC Productions Ltd

ABC Address

Dear Mr. Grey,

I am writing to explore whether an opportunity might exist to join ABC Productions as a Researcher. A recent title in *ABC Magazine* mentioned that your company has been commissioned to undertake a new, 12-week series focusing on European History. Having read History and Russian at XYZ University, and being an avid Channel 4 viewer, I have found a number of documentaries produced by ABC Productions deeply engaging.

My previous relevant work experience includes six weeks as a Researcher on the *VAD* magazine series concerning an investigation into the historical background of current European news and current affairs topics. I have also made a short film for a student society about local historical topics, and have acted as Researcher (current affairs and news) for KLM Radio in my last year at university.

I am keen to pursue a career in this field, and feel confident that I would make an effective contribution to your team of researchers. I would welcome the opportunity to discuss any possible openings with you in more details. The enclosed CV details my experience and my long-standing interest in European History. I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. Thank you for your consideration.

Sincerely

Your name