

The “No-Job-Opening” Cover Letter Sample **AKA: The 7 Sentence Cover Letter!**

See the entire video and post for specific instruction here:

[How to Apply when there is No Job Opening: 7 Sentence Cover Letter](#)

Dear Name [be specific—you likely can find the person’s actual name],

I’m writing to inquire about whether there is an opportunity for me to join [*insert company name*]. The reason I want to join is based on my research [*insert your rationale here*].

I offer [*insert number of years*] years of experience [*insert your specialty here*] and excellent [*insert related skills that will help you perform the likely jobs this organization has/needs*] skills, which should make me a strong fit for your company to support the products [*or services*] it delivers.

One of my most notable accomplishments is I’ve successfully [*insert your home run accomplishment from the Career Highlights Section of your resume* ^(*see note below*)].

The top portion of my attached resume highlights my career profile and other significant accomplishments that confirm I would be a great asset to your company.

I’d welcome the opportunity to speak with you if you feel I’d be a strong candidate for your organization.

Thank you so much for your consideration and I look forward to hearing from you.

Thank you,

Your Name

****Note:** If you don’t know what the Career Highlights Section of the resume is or haven’t seen my video on **How to Build the Ultimate Professional Resume**, [check that out here](#).

Meet Your Coach!

Andrew LaCivita is currently a world- leading career and leadership coach, trainer, and speaker. He is the award- winning author of three books, including *The Hiring Prophecies: Psychology behind Recruiting Successful Employees* and *Interview Intervention: Communication That Gets You Hired*, and has dedicated his life and career to helping people and companies realize their potential.

During his career, he has served as an executive in large and small companies, board member, angel investor, and serial entrepreneur. Everything he does is aimed at helping people and companies reach peak performance.

Through the executive search firm, milewalk, which he started in 2004, he has consulted to more than 200 companies, counseled more than 12,000 individuals, helped nearly 600 people successfully secure new jobs, and negotiated \$100 million dollars in salaries and compensation on their behalf.

His job interviewing methodology has statistically, historically proven to increase the job seeker's chance of getting hired by more than 560%.

In 2016, Andrew created the milewalk Academy, his training and coaching site to support people in their careers and organizations in their hiring efforts. Individuals will find incredibly valuable free and paid training and coaching related to every imaginable aspect of supporting their careers.



He also is the executive producer, writer, star, video engineer, and sound engineer of his Top 5 career vlog titled [Tips for Work and Life®](#). This multi-modality platform is designed to educate, entertain, and inspire the viewers via whatever medium they love. You can also find Tips for Work and Life® multi-cast on his [YouTube channel](#), [iTunes](#), and various other podcasting platforms.

As a career and leadership expert, Andrew serves as a trusted media resource and is often featured on television, radio, and Internet magazines for his insight and opinion on job searching, recruitment, and employment market trends. He has contributed to several prominent international news outlets such as Fox Business, ABC, Inc., Business Insider, and Forbes.

To learn more about his coaching, courses, and books, visit him at the [milewalk Academy](#).