Dear [Recruiter/Hiring Manager’s Name],

**INTRO PARAGRAPH:** Grab the reader’s attention right away with a [*unique opening line*](https://www.glassdoor.com/blog/5-opening-lines-cover-letter-noticed/) connected to why you’re passionate about the company and/or how you can help them overcome their challenges and reach their goals. Acknowledge that you know they aren’t currently hiring for a relevant position, but that you wanted to express interest regardless and share more details on your background.

**BODY PARAGRAPH(S):** Dive into your most noteworthy accomplishments and [*prior experience*](https://www.glassdoor.com/blog/compensate-not-enough-experience/). Discuss the projects you executed, initiatives you led, skills you developed and impact you had, making sure to include relevant metrics. Then, describe some of the ideas you have for the company.

**CLOSING PARAGRAPH:** Re-emphasize how you could help the company, why you’re passionate about them and [*why you’d make a great hire*](https://www.glassdoor.com/blog/5-ways-to-prove-that-youre-the-best-candidate-for-the-job/).

**CALL-TO-ACTION:** Prompt the reader to take whichever action you feel is appropriate, link to relevant supplementary materials (i.e. work samples, portfolio, [*LinkedIn profile*](https://www.glassdoor.com/blog/update-linkedin-profile/)) and thank the reader for taking the time to read your letter.

Sincerely,[Your name]