

## **Sample Cover Letter - Applying where no job has been advertised 3**

**Subject title of email:** Market Researcher Opportunity

Dear Ms Rutherford

I am writing to express my interest in a position as an Analyst with Jigsaw Strategic Research. The knowledge I have accumulated from my Bachelor of Commerce (Marketing, Tourism and Hospitality Management) at the University of New South Wales, where I have achieved a credit average in my final year, would be of value to Jigsaw.

I have five years of experience in hospitality and tourism where I developed very strong client service skills which will be very relevant to your tailor-made research approach. I am particularly interested in an organisation which challenges conventional thinking and is focused on creating new ways of approaching research.

Understanding that there might not be a position currently vacant at Jigsaw or suited to my level of expertise, I am willing to perform a short period of unpaid work in any area of the organisation. The motive for this proposal is to provide me with an opportunity to demonstrate to you my excellent research and analytical skills.

I have attached my resume as a first step in exploring the possibilities of employment within Jigsaw. I would be very interested in meeting with you to discuss any possibilities and I will call you next week to hopefully arrange an appointment. Thank you for your time and consideration.

Yours sincerely,

Tom W