

Provisional Cover Letter for Unadvertised Job

Subject: Expression of Interest in Future Openings

Dear [Hiring Manager's Name],

Although there are no current openings listed, I am very interested in exploring potential opportunities within your organization. My background in operations management and process optimization aligns closely with the type of work your company is known for.

I would appreciate it if you could keep my details on file for future consideration. I have attached my resume for reference and would be happy to discuss how I can contribute to your goals.

Thank you for your time and attention.

Sincerely,

[Your Name]

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