

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at CGI, as advertised [where you found the job posting]. With my background in [your field/area of expertise] and experience in [relevant skills or previous job roles], I am excited about the opportunity to contribute to your team.

I am particularly drawn to CGI because of [specific reason related to CGI or the position]. I believe my skills in [mention relevant skills or experiences] align well with the needs of your organization.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,  
[Your Name]