

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [CGS Position Title] at [Company's Name], as advertised [where you found the job listing]. With a strong background in [relevant field or expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [describe a relevant experience or responsibility], which equipped me with valuable skills in [specific skills or tools]. I am particularly drawn to this position at [Company's Name] because of [reason related to the company or team].

I am confident in my ability to [describe how you can contribute to the role or company], and I am eager to bring my expertise in [mention any specific area that aligns with CGS] to your organization. [Company's Name]'s commitment to [mention any notable company values or projects] resonates with my professional values, and I am enthusiastic about the potential to collaborate with your talented team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] as part of your team.

Sincerely,

[Your Name]