

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and experience in [specific skills or experiences relevant to the job], I am confident in my ability to contribute effectively to your team.

Having worked at [Previous Company] as a [Previous Job Title], I successfully [brief achievement or responsibility related to the new job]. I am particularly drawn to this opportunity at [Company's Name] because [specific reason related to the company or position].

Enclosed is my CV for your review. I look forward to the possibility of discussing how my skills and background align with the goals of your team.

Thank you for your consideration.

Sincerely,
[Your Name]