

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

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

Dear [Employer's Name],

I am writing to express my interest in the [job title] position at [Company's Name] as advertised [where you found the job posting]. With a background in [your field or expertise] and [number of years] years of experience in [related experience or skills], I am confident in my ability to contribute effectively to your team.

My previous role at [Your Previous Company] involved [brief description of responsibilities and achievements], which allowed me to develop [specific skills or knowledge relevant to the job]. I am particularly drawn to the opportunity at [Company's Name] because [reason related to the company's goals or values].

Enclosed is my CV, which provides further details on my professional journey. I am looking forward to the chance to discuss how my skills can benefit your team.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Attachment: CV]