

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a proven record of [specific achievements or experiences], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant responsibility or accomplishment]. This experience honed my skills in [mention relevant skills or expertise] and allowed me to [provide details on what you achieved]. I am particularly drawn to this position at [Company Name] because [explain why the company or role interests you].

I am excited about the opportunity to bring my unique expertise in [your specialty] to [Company Name] and collaborate with your team to [what you hope to contribute or achieve]. I have attached my CV for your consideration and would welcome the chance to discuss my application further.

Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

[Your Name]

[Attachment: CV]