

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient'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 listing]. With my background in [Your Field/Experience], I believe I am well-equipped to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention relevant experience, achievements, or skills that align with the job]. This experience has honed my abilities in [specific skills relevant to the job] and has prepared me to excel in the [Job Title] role at [Company's Name].

I am particularly drawn to this position because [reasons for your interest in the company or role]. I admire [something specific about the company or its values] and would welcome the opportunity to contribute to [specific goals or projects of the company].

Enclosed is my CV for your review. I look forward to the opportunity to discuss my application in further detail and explore how I can be an asset to your team. Thank you for considering my application.

Sincerely,
[Your Name]