

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[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 posting]. With a strong background in [your field/industry], I am confident in my ability to contribute effectively to your team.

Enclosed with this letter is my CV, which provides further details about my professional experience and accomplishments. I am particularly drawn to this position because [briefly explain why you are interested in the role and the company].

I would appreciate the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name].

Warm regards,

[Your Name]