

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 listed at [Company's Name] as advertised on [Where You Found the Job Listing]. With a background in [Your Field/Industry] and a proven record of [Your Key Achievement or Skill], I am excited about the opportunity to contribute to your team.

In my previous position at [Your Previous Company], I successfully [Specific Task or Project]. This experience provided me with a solid foundation in [Related Skill or Area] and deepened my commitment to [Relevant Professional Value or Goal].

I am particularly drawn to this role at [Company's Name] because [Reason Related to the Company/Role]. I admire [Company's Value, Initiative, or Project], and I am eager to bring my skills in [Your Relevant Skills] to your team.

Attached is my CV for your consideration. I would be thrilled to further discuss how my background and enthusiasms align with the goals of [Company's Name]. Thank you for your time and consideration.

Best regards,

[Your Name]

[Attachments: CV]