

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

[Recipient's Name]
[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/Industry] and proven skills in [specific skills related to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my abilities in [specific tasks related to the job] and equipped me with a deep understanding of [relevant industry knowledge or skills].

I am particularly impressed by [something notable about the company or its projects], and I believe my expertise in [related skills or experience] aligns well with the goals of [Company's Name].

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the opportunity for an interview.

Sincerely,

[Your Name]

[Attachment: CV]