

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 at [Company's Name] as advertised [where you found the job listing]. With my background in [your field/industry] and experience in [relevant skills or experiences], I am excited about the opportunity to contribute to your team.

I have attached my CV for your review. I look forward to the possibility of discussing how my skills and experiences align with the needs of your organization. Thank you for considering my application.

Sincerely,
[Your Name]