

[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 on [Where You Found the Job Posting]. With a background in [Your Field/Industry] and experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I [describe a relevant achievement or responsibility]. This experience honed my skills in [related skills] and taught me the importance of [related value or lesson].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or team that attracts you]. I believe that my skills in [mention relevant skills] would align well with your team's goals and contribute to the continued success of your organization.

I have attached my CV for your review and would appreciate the chance to discuss further how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]