

[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 listing]. With a background in [Your Field/Industry] and experience in [specific skills or achievements relevant to the job], I am confident in my ability to contribute effectively to your team.

I have attached my CV for your review, which details my professional experience and academic qualifications. I am particularly drawn to this role due to [mention any specific reason related to the company or position], and I believe my skills in [relevant skills] align well with the goals of [Company's Name].

I look forward to the opportunity to discuss how I can contribute to your team. Thank you for considering my application.

Sincerely,
[Your Name]