

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills/Job Roles], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility that matches the job]. This experience has equipped me with [relevant skills or knowledge related to the job you're applying for].

I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company's goals, culture, or projects that attract you]. I am eager to utilize my expertise in [mention specific skills or experiences that align with the job] to drive success at your company.

I have attached my CV for your consideration, and I would welcome the chance 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 to speak with you soon.

Warm regards,
[Your Name]