

[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 on [where you found the job listing].

Enclosed is my CV for your consideration.

With a background in [Your Field/Industry], I have developed skills in [mention relevant skills or experiences]. I am particularly drawn to this position at [Company's Name] because [briefly explain why you are interested in this company/position].

I believe my experience and dedication make me a strong candidate for this role. I look forward to the opportunity to discuss how I can contribute to your team.

Thank you for considering my application.

Sincerely,  
[Your Name]