

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

In my previous role at [Your Previous Company], I successfully [describe a relevant accomplishment or responsibility]. This experience has equipped me with [specific skills or knowledge related to the job], which I believe aligns perfectly with the requirements of the [specific position] at [Company's Name].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its goals that resonates with you]. I am eager to bring my expertise in [specific skills] and my passion for [your profession/industry] to your team.

Please find my CV attached for your perusal. I would love the opportunity to discuss how my skills and experiences align with the needs of your company. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]  
[Attachment: CV]