

[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 listed at [Where You Found the Job Posting]. With a background in [Your Field/Industry] and [Number] years of experience, I am excited about the opportunity to contribute to [Company's Name] and be a part of your esteemed team.

In my previous role at [Your Previous Company], I [briefly describe a relevant achievement or responsibility that aligns with the job you're applying for]. This experience has equipped me with the skills necessary to [mention key skills related to the job]. I am particularly drawn to this position because [explain why you are interested in the role and the company].

I am eager to bring my expertise in [mention specific skills or experiences] to [Company's Name] and help achieve [mention any goals or projects related to the company]. I have attached my CV for your consideration and would appreciate the opportunity to discuss how my background, skills, and interests align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]
[Attachment: CV]