

[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 [Company's Name]. With a background in [Your Field/Industry] and [Number] years of experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which equipped me with the skills necessary to excel in this position. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects].

I have attached my CV for your review, and I look forward to the possibility of discussing my application in further detail. Thank you for considering my application.

Sincerely,
[Your Name]