

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient 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 in [specific skills or achievements related to the job], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job you're applying for]. This experience has equipped me with a comprehensive understanding of [relevant skills/knowledge related to the new job].

I am particularly drawn to [Company Name] because [mention something specific about the company or its mission/values that resonates with you]. I am eager to contribute to your team by [briefly describe how you can add value or what you hope to achieve at the company].

Enclosed is my CV for your consideration. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,
[Your Name]