

[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 at [Company's Name] as advertised on [where you found the job listing]. With my background in [your field/industry] and my experience in [specific relevant skills or experiences], I believe I am an ideal candidate for this role.

In my previous position at [Your Previous Company], I successfully [mention a specific achievement or responsibility that relates to the new job]. This experience has equipped me with [mention relevant skills or knowledge], which I am eager to bring to [Company's Name].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or position that interests you]. I admire [mention a company value, project, or characteristic], and I am excited about the opportunity to contribute to your team.

I have attached my CV for your consideration, which provides further details about my qualifications. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]
[Attachment: CV]