

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient'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 Posting]. With my background in [Your Field/Industry] and extensive experience in [Relevant Skills/Experience], I am confident in my ability to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience has equipped me with [Relevant Skills or Knowledge Related to the New Job], making me a strong candidate for this position.

I am particularly drawn to this opportunity at [Company's Name] because [Reason Why You're Interested in the Company or Position]. I admire [Specific Company Value or Achievement] and believe my skills in [Skill or Experience] will enable me to contribute positively to your team.

Enclosed with this letter is my CV, which provides additional details about my professional journey. I look forward to the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]
[Enclosure: CV]