

[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 [where you found the job listing].

Enclosed is my CV for your consideration.

With a background in [Your Field/Industry] and [number] years of experience in [specific skills or positions], I am confident in my ability to contribute to your team. In my most recent role at [Your Last Company], I [describe a relevant achievement or responsibility].

I would appreciate the opportunity to further discuss how my skills can be beneficial to [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]