

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

Dear [Recipient Name],

I am writing to present my Curriculum Vitae for your consideration regarding the [specific position] at [Company Name]. With a background in [your field/industry] and experience in [specific skills/experiences], I am excited about the opportunity to contribute to your team.

Enclosed with this letter is my CV, which details my professional history, educational background, and key accomplishments. I am particularly drawn to [Company Name] because [specific reason related to the company or role].

Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.

Sincerely,

[Your Name]
[Attachment: Curriculum Vitae]