

[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 [where you found the job listing]. With a strong background in [Your Field/Industry] and proven skills in [Specific Skills or Experiences Related to the Job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [Briefly Describe an Accomplishment or Responsibility Relevant to the Job]. This experience equipped me with [Skills or Knowledge Relevant to the New Job].

I am eager to bring my expertise in [Relevant Skills] to [Company's Name] and help achieve [Company's Goals or Projects]. I have attached my CV for your consideration and look forward to the possibility of discussing this exciting opportunity with you.

Thank you for your time and consideration.

Sincerely,  
[Your Full Name]