

[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 formally submit my CV for the [Job Title] position advertised on [where you found the job listing]. I am excited about the opportunity to contribute to [Company's Name] with my skills and experiences in [relevant field/industry].

Enclosed with this letter is my CV, which provides further details on my professional background, qualifications, and achievements. I believe that my [mention specific skills or experiences related to the job] position me as a strong candidate for this role.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Please let me know if you need any additional information or documents.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]