

[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]. With a solid background in [Your Field/Industry] and [Number] years of experience in [specific skills or areas], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe an achievement or responsibility that highlights your qualifications]. This experience honed my skills in [specific skills relevant to the job], equipping me with the ability to [mention how this skill applies to the new job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that resonates with you]. I admire [specific quality or project of the company], and I believe my background in [skill or experience] aligns well with your team's goals.

Enclosed is my CV for your consideration. I am looking forward to the opportunity to discuss how my experiences and vision align with the needs of your team. Thank you for your time and consideration.

Sincerely,  
[Your Name]