

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Recruiter's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Recruiter's Name],

I am writing to express my interest in potential opportunities within [Company Name]. With a background in [Your Industry/Field] and skills in [Key Skills/Technologies], I am excited about the possibility of contributing to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which I believe demonstrates my capability to add value to [Company Name]. I am particularly drawn to [specific aspect of the company or role] and am eager to bring my expertise in [specific skills or experiences] to your organization.

I have attached my CV for your review and would welcome the opportunity to discuss how I can contribute to [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]