

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed at [Company Name]. With a background in [Your Field/Industry] and experience in [Relevant Experience], I am confident in my ability to contribute effectively to your team.

I have attached my CV for your review, which outlines my skills and accomplishments. I look forward to the opportunity to discuss how my background and enthusiasm can be an asset to [Company Name].

Thank you for considering my application.

Sincerely,
[Your Name]