

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 listed at [Company's Name]. With my background in [Your Field/Industry] and proven skills in [Relevant Skills], I am excited about the opportunity to contribute to your team.

I have attached my CV for your review and would welcome the chance to discuss how my experience aligns with the goals of [Company's Name].

Thank you for considering my application.

Best regards,

[Your Name]