

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and experience in [relevant skills/experience], I believe I would be a valuable addition to your team.

Enclosed is my CV for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name].

Thank you for considering my application.

Sincerely,
[Your Name]