

[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 a background in [Your Field/Industry] and a proven track record of [relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [mention specific skills related to the job], and I am eager to bring this expertise to [Company's Name].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects], and I admire [any values or achievements of the company]. I believe that my skills in [mention key skills] align closely with your needs and will enable me to contribute effectively to your team.

I have attached my CV for your review. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Warm regards,
[Your Name]