

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With a proven track record in [your industry or field], I believe I bring a unique blend of skills and experience that aligns with the goals of your organization.

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the ability to [explain how it relates to the new role]. I am particularly drawn to this opportunity at [Company's Name] because [mention what attracts you to the company or position].

I possess strong skills in [list relevant skills or expertise related to the job], which I believe will contribute to the success of your team. My commitment to [mention a value related to the company's mission or values] underscores my professional ethos.

Enclosed is my CV for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the vision of [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]
[Attachment: CV]