

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[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 posting]. With my background in [Your Field/Industry] and my skills in [relevant skills], I am excited about the opportunity to contribute to your team. Enclosed is my CV, which details my qualifications and experiences. I look forward to the possibility of discussing how my background, skills, and enthusiasms can contribute to the success of [Company's Name]. Thank you for considering my application. I hope to hear from you soon.
Sincerely,
[Your Name]