

[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 Experience], I believe I would be a valuable addition to your team.

I have attached my CV for your review. I am excited about the opportunity to contribute to [Company's Name] and am looking forward to discussing how my skills and experiences align with your needs.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]