

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 on [where you found the job listing]. With a background in [Your Field/Industry] and [specific skills or experiences relevant to the job], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [specific skills related to the job] and provided me with a strong foundation in [relevant knowledge or area].

I am particularly drawn to this role at [Company's Name] because [mention something specific about the company or its projects that intrigues you]. I am excited about the opportunity to contribute to [specific goals or values of the company].

Enclosed is my CV for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]