

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, Postal Code]

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and [number] years of experience in [specific skills or industries], I believe I am a strong candidate for this role.

In my previous position at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [specific outcome]. This experience honed my skills in [mention relevant skills], and I am eager to bring this expertise to [Company Name].

I am particularly drawn to this position because [specific reason related to the company or role]. I admire [something specific about the company or its values], and I am excited about the opportunity to contribute to [Company Name]'s goals.

I have attached my CV for your consideration and would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]

[Attachment: CV]