

[Your Name]  
[Your Address]  
[City, Postcode]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, Postcode]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position advertised on [where you found the job listing] . With a background in [Your Field/Experience] and a strong skill set in [related skills], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility], which resulted in [positive outcome].

This experience developed my [skill or competency related to the job], which I believe will be valuable for [Company's Name].

I am particularly drawn to this position because [reason you're interested in the company or position]. I admire [Company's Name] for [specific aspect of the company], and I would love to contribute to [mention any specific goals, projects, or values of the company].

Enclosed is my CV for your review. I am looking forward to the opportunity to discuss my application further. Thank you for considering my application.

Yours sincerely,  
[Your Name]