

[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 apply for the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and [number] years of experience in [specific skills or roles], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [relevant skills or techniques] and deepened my commitment to [something relevant to the company's goals or values]. I am particularly drawn to this position at [Company's Name] because [reason related to the company or its projects]. I believe my skills in [mention specific skills relevant to the position] will enable me to make a valuable contribution to your team.

I have attached my CV for your review. I would welcome the opportunity to discuss my application in more detail and am available for an interview at your earliest convenience. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Yours sincerely,  
[Your Name]