

[Your Name]
[Your Address]
[City, Region, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, Region, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [position name] at [Company/Organization Name], as advertised [mention where you found the job listing, e.g., "on your website"]. I believe my skills and experiences make me a suitable candidate for this role.

[Paragraph detailing your relevant experience and skills, including any education or qualifications.]

I am particularly drawn to this position because [mention what attracts you to the role or company]. I am eager to contribute to [specific goals or values of the company] and be part of a team that [mention any specific achievements or projects the company is known for].

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 Signature (if sending a hard copy)]
[Your Typed Name]