

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[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 my background in [your field/industry] and a passion for [related interest], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [skills relevant to the job], which I believe would be beneficial to your team.

I am particularly drawn to this role because [explain why you are interested in the position/company]. I am eager to bring my expertise in [specific skills or experience related to the job] to [Company's Name].

Enclosed is my CV, which provides further details on my career history. I am looking forward to the opportunity to discuss my application further.

Thank you for considering my application.

Yours sincerely,

[Your Name]