

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [job title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [your field or area of expertise] and [number] years of experience, I am confident in my ability to contribute effectively to your team.

Enclosed is my CV for your review. I have a proven track record in [mention relevant skills or accomplishments] and I am eager to bring my skills in [specific skills related to the job] to [Company's Name].

I am enthusiastic about the opportunity to discuss how my background, skills, and certifications can be an asset to 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]