

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

[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [relevant skills], I am confident in my ability to contribute effectively to your team.

Throughout my [number of years] years of experience in [specific areas of expertise or roles], I have developed a strong foundation in [specific skills or accomplishments related to the job]. My recent role at [Your Previous Company] involved [describe relevant responsibilities or projects], which allowed me to [mention any notable achievements].

I am particularly drawn to [Company Name] because of [specific reasons related to the company or its values], and I am excited about the opportunity to [mention how you can contribute to the company].

I have attached my CV for your review. I would welcome the chance to discuss how my experience and skills align with the needs of your team.

Thank you for considering my application.

Warm regards,

[Your Name]