

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [position name] position at [Company's Name] as advertised [where you found the job posting]. With my background in [your field/industry] and experience in [specific skills or experiences related to the position], I am confident in my ability to contribute effectively to your team.

Enclosed is my CV, which provides further details about my qualifications and professional background. I am eager to bring my expertise in [mention any relevant skills or experiences] to [Company's Name], and I believe I would be a valuable addition to your team.

I am looking forward to the opportunity to discuss my application in more detail. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]