

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and substantial experience in [specific skills or areas relevant to the job], I am excited about the opportunity to contribute to your team.

Throughout my career, I have demonstrated [specific achievements or experiences that align with the job]. My skills in [mention relevant skills] will enable me to [explain how you will add value to the company].

I have attached my CV for your review and would welcome the chance to discuss how my experience and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am eager to discuss my application in further detail.

Sincerely,

[Your Name]

[Attachment: CV]