

[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 listed at [Company's Name]. With my background in [Your Field/Expertise] and experience in [Relevant Experience/Skills], I believe I would be a valuable addition to your team.

I have attached my CV for your consideration. I am eager to discuss how my skills and experiences align with the needs of your team. Thank you for taking the time to review my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]