

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[LinkedIn Profile or Portfolio URL]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job posting]. With a robust background in [Your Field/Industry] and a passion for [Relevant Skill or Value], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention specific achievement or responsibility that relates to job]. This experience has equipped me with a diverse skill set, including [List relevant skills or technologies]. I am particularly drawn to [specific aspect of the company or job that excites you], and I believe my expertise aligns well with your goals.

I have attached my CV for your review. I look forward to the possibility of discussing how my background, skills, and enthusiasms can be aligned with the innovative work at [Company Name]. Thank you for considering my application.

Warm regards,
[Your Name]