

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

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

In my previous role at [Your Last Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome or benefit]. My skills in [specific skills] allow me to [how you can contribute to the company or role]. I am particularly drawn to [Company's Name] because [specific reason related to the company or its goals].

I have attached my CV for your consideration and would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and am eager to speak with you soon.

Warm regards,

[Your Name]

[Attachment: CV]