

[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 at [Company's Name] as advertised [where you found the job listing]. I believe my skills and experiences make me a suitable candidate for this role.

Please find my CV attached for your review. I am looking forward to the opportunity to discuss how I can contribute to your team.

Thank you for considering my application.

Sincerely,
[Your Name]