

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 a strong background in [your field or area of expertise] and proven skills in [relevant skills], I am excited about the opportunity to contribute to your team.

[Paragraph detailing your experience, achievements, and how they relate to the job.]

I have attached my CV for your review. I look forward to the possibility of discussing how my background, skills, and enthusiasms can contribute to the success of [Company's Name].

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Attachment: CV]