

[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]. Please find my CV attached for your review.

With a background in [Your Field/Industry] and [Number] years of experience in [Specific Skills or Roles], I am excited about the opportunity to contribute to your team. I believe my skills in [Key Skills Related to Job] make me a strong candidate for this position. I am looking forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,  
[Your Name]