

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position at [Company's Name] as advertised [where you found the job listing]. Please find my CV attached for your consideration.

With my background in [Your Field/Industry] and experience in [relevant experience or skills], I am confident in my ability to contribute to your team. I am particularly drawn to [specific aspect of the company or role that interests you].

Thank you for considering my application. I hope to discuss my qualifications further in an interview.

Best regards,

[Your Name]  
[Attachment: CV]