

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to submit my CV for the [Job Title] position that was advertised on [where you found the job listing].

[Briefly introduce yourself and your qualifications related to the job.]
Attached is my CV for your review. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.
Thank you for considering my application.

Sincerely,
[Your Name]