

[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],

[Opening Paragraph: Introduce yourself and state the purpose of your letter, mentioning the position you are applying for and how you found out about it.]

[Middle Paragraph: Briefly outline your qualifications, skills, and experience that make you a suitable candidate for the position. Highlight key achievements relevant to the job.]

[Closing Paragraph: Express your interest in discussing your application further and suggest a follow-up meeting or call. Thank the recipient for their time and consideration.]

Sincerely,

[Your Name]

[Attachment: CV]