

[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],

Subject: Application for [Job Title] Position

I am writing to formally submit my application for the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and experience in [mention relevant experience or skills], I am confident in my ability to contribute effectively to your team.

I have attached my CV for your review, and I look forward to the opportunity to discuss my candidacy further. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: CV]