

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

Dear [Recipient Name],

I am writing to express my interest in [specific position or opportunity] at [Company Name]. With a strong background in [your field/industry] and a passion for [specific interest related to the position], I am excited about the opportunity to contribute to your team's success.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with [specific skills or knowledge] that I am eager to bring to [Company Name].

I believe my expertise in [mention key relevant skills or experiences] aligns well with the requirements of [position or project]. I am particularly drawn to [specific aspect of the company or role] and am enthusiastic about the possibility of working together to [mention a goal or project related to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name].

Sincerely,

[Your Name]
[Your LinkedIn Profile or Personal Website URL, if applicable]
[Attachment: CV/Resume]