

[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],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [your field/industry] and [mention your relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome or benefit]. My experience with [specific skills or technologies relevant to the job] aligns with the requirements of the position, and I am eager to bring my [mention any particular strengths] to [Company's Name].

I am particularly drawn to this position because [mention something specific about the company or the role that excites you]. I believe my skills in [mention relevant skills] can help [Company's goal or project]. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can align with the goals of [Company's Name]. Please find my CV attached for further information.

Sincerely,
[Your Name]