

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, Postal Code]

Dear [Recipient Name],

Subject: Application for [Position Title]

I am writing to express my interest in the [Position Title] at [Company Name], as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Industry], and my skills in [Relevant Skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I [Brief Description of Your Responsibilities and Achievements]. This experience has equipped me with [Specific Skills or Knowledge Relevant to the Job].

I am particularly impressed by [Something Specific about the Company or Its Projects] and I believe that my expertise in [Related Experience] aligns well with your goals.

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

Sincerely,
[Your Name]