

[Your Name]

[Your Address]

[City, Postal Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, Postal Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position advertised on [where you found the job listing] at [Company's Name]. With a strong background in [your field of expertise] and a passion for [related interest or value related to the company], I am enthusiastic about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [mention skills or qualities relevant to the job]. I am particularly drawn to [Company's Name] because of [mention something specific about the company or its values that resonate with you].

I believe my skill set in [list relevant skills or experiences related to the job description] aligns well with the requirements of this role. I am eager to bring my [specific qualities, e.g., leadership, problem-solving] abilities to [Company's Name] and support your goals in [specific company goal or project].

Please find my CV attached for more detailed information regarding my professional journey. I would appreciate the opportunity to discuss my application further and am looking forward to your response. Thank you for considering my application.

Sincerely,

[Your Name]