

First Name & Last Name

Address

Phone number

E-mail

[COMPANY NAME]

[COMPANY ADDRESS]

At [CITY], on [DATE]

Dear Sir or Madam,

Currently (mention your current situation or status), I am reaching out to express my interest in the position of (name of the position). Motivated, detail-oriented, autonomous, and creative (adapt according to the qualities required for the role), I believe my profile aligns well with your expectations.

I have gained solid experience in the field of (state the industry), working with several companies. For instance, in (indicate the dates of a relevant experience), I collaborated with (add relevant details) where I was responsible for (mention key tasks or responsibilities).

Today, I am eager to bring the expertise and know-how I've built throughout my career to the role of (target position). I am especially drawn to your company, (company name), for its (list qualities/values/strengths), and I am confident that I could make a meaningful contribution to your team.

Please feel free to contact me should you require any further information, or to schedule an interview. My CV is enclosed for a detailed overview of my professional background.

I am looking forward to hearing from you.

Yours faithfully,

[Your First Name and Last Name]