Dear (Recipient's name),  
  
Please find my application for the (job name) post. I’ve attached (a CV, resume, cover letter, etc.)  
  
I’m excited to apply for the position. I’ve reviewed the job specification and researched your company, and I believe I have the skills, experience, and approach to perform in the role.  
  
You can find details of my qualifications and achievements in my CV. If you have any questions, please get in touch with me (insert details).  
  
Please provide me with details on the next steps in the process.  
  
Best,  
(Your name)