Hi (Recipient's name),  
  
Hi, my name is (name), and I would like to introduce myself to you. I am applying for the position of (job name).  
  
I’ve spent time researching your business and am excited about the opportunity. The job description provides a fantastic snapshot of the role and what life would be like at (organization).   
  
I’ve attached my CV to this email. You can find details of my previous roles, experience, and achievements. I’m particularly proud of (insert information).  
  
I’m excited about this opportunity and would love to know more about the process, including timelines for you to decide on interviews.   
  
I look forward to hearing from you.  
  
Best regards,  
(Your name)