

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Hiring Manager's Title]

CGI Federal

[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at CGI Federal as advertised on [where you found the job listing]. With a background in [Your Field/Expertise] and [number] years of relevant experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has provided me with a deep understanding of [mention relevant skills or knowledge related to the job description].

I am particularly drawn to this position at CGI Federal because [mention specific reason related to the company or its mission]. I admire [mention specific aspect of CGI Federal], and I am excited about the opportunity to be part of such an innovative team.

I have attached my resume for your review, and I welcome the opportunity to discuss how my skills and experiences align with the needs of CGI Federal. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,
[Your Name]