

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Department of Homeland Security]
[Office Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position at the Department of Homeland Security, as advertised on [where you found the job listing]. With a background in [Your Field/Experience], I am excited about the opportunity to contribute to the essential work of safeguarding our nation.

In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility that demonstrates your skills and experience related to the job]. This experience honed my skills in [specific skills relevant to the position], which I believe will be beneficial in supporting the mission of DHS. I am particularly drawn to this position because [mention a specific aspect of the job or the agency that you find appealing]. I am eager to bring my expertise in [your skill or area of expertise] to your team and help advance the goals of the Department.

Enclosed is my resume, which provides additional details about my professional journey. I look forward to the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]