

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position with [Agency/Organization Name] as advertised on [where you found the job posting]. With my background in [your field/industry] and extensive experience in [specific skills or areas related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Employer], I successfully [describe a relevant achievement or responsibility that relates to the federal job]. This experience has equipped me with the skills necessary to [mention skills relevant to the new position]. I am particularly drawn to this position because [explain why you are interested in this role at the federal agency].

I am knowledgeable about [mention any relevant federal regulations, policies, or procedures], and I am committed to upholding the standards of [Agency/Organization Name]. I believe my ability to [mention additional skills or experiences relevant to the job] will allow me to make a significant impact.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Agency/Organization Name]. I am eager to contribute to [specific goals or missions of the agency]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a discussion.

Sincerely,
[Your Name]