

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting] with [Department/Agency Name]. With a strong background in [Your Relevant Experience or Field], I am confident in my ability to contribute effectively to your team and advance the mission of [Department/Agency Name].

In my previous role as [Your Job Title] at [Your Previous Employer], I successfully [Specific Achievement or Responsibility related to the Job]. This experience has equipped me with [Specific Skills or Knowledge relevant to the Job], which aligns with the needs outlined in the job description.

I hold a [Your Degree/Certification] in [Your Field] from [Your University], which has provided me with a solid foundation in [Relevant Knowledge/Skills]. Additionally, my [Additional Relevant Experience or Skills] further enhances my qualifications for this role.

I am particularly drawn to this position at [Department/Agency Name] because [Reason why you are interested in the agency/position]. I am eager to bring my skills in [Specific Skills] to further [Agency's Mission or Goals].

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 your team. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]