

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Title]
[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 (Job Announcement Number: [Number]) with [Agency Name] as advertised on [where you found the job posting]. With a background in [Your Field/Area of Expertise] and [number] years of experience in [relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous position at [Your Previous Employer], I successfully [describe a relevant achievement or responsibility]. This experience allowed me to develop [related skills or knowledge relevant to the job]. I am particularly drawn to this position because [mention why you are interested in the role or agency].

I have attached my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Agency Name]. Thank you for considering my application.

Sincerely,
[Your Name]