

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Agency/Department Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] position listed on [Where You Found the Job Posting]. With my background in [Your Relevant Experience/Field] and a strong commitment to [Relevant Skills or Values related to Federal Employment], I am confident in my ability to contribute effectively to your team.

I possess [mention your degree or relevant qualifications], along with [number] years of experience in [specific field or expertise]. My ability to [specific skill related to the job] has been proven through [specific achievement or project]. I am particularly drawn to this position because [reason why you are interested in the job/agency].

In my previous role at [Your Previous Job/Organization], I [describe a relevant responsibility or achievement]. This experience taught me the importance of [mention any relevant skills or lessons learned], which I believe aligns well with the goals of [Agency/Department Name].

I am excited about the opportunity to bring my unique skills and background to the [Position Title] role at [Agency/Department Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and vision align with the needs of your team.

Sincerely,  
[Your Name]