

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Department/Agency Name] as advertised on [where you found the job listing]. With my background in [Your Field/Relevant Experience] and [mention any relevant certifications or education], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I successfully [mention specific achievements or responsibilities that relate to the job you are applying for]. This experience has equipped me with the skills needed to excel in the [Job Title] role, including [list relevant skills or experiences].

I am particularly drawn to this position because [explain why you are interested in this job and how it aligns with your career goals]. I admire [something specific about the agency or its mission], and I am eager to bring my expertise in [your skills/field] to support its objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of [Department/Agency Name]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]