

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 Posting]. With a background in [Your Field/Industry] and [X years] of experience, 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 job]. This experience honed my skills in [specific skills related to the job], which align perfectly with the requirements outlined in the job description. I am particularly drawn to this position at [Department/Agency Name] because of [briefly explain your motivation related to the agency's mission or values]. I believe that my experience in [specific area] will allow me to [mention potential contributions or outcomes you can bring to the position or agency].

I am excited about the opportunity to bring my unique talents to [Department/Agency Name] and contribute to [specific projects, initiatives, or goals relevant to the agency]. 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.
Sincerely,
[Your Name]