

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Title]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [Job Title] position at [Agency Name] as advertised on [where you found the job posting]. With a background in [Your Profession/Field] and experience in [Briefly list relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Employer], I successfully [describe a relevant achievement or task that aligns with the job requirements]. This experience has equipped me with [mention skills or qualifications relevant to the federal job].

I am particularly drawn to this position because [Explain why you are interested in the job and the agency]. I believe that my [mention specific skills or experiences] make me a strong candidate for this role. Enclosed is my resume that further details my qualifications. I am looking forward to the possibility of discussing how I can contribute to the mission of [Agency Name]. Thank you for considering my application.

Sincerely,
[Your Name]