

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Agency Name]
[Office/Division]
[Agency Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position (Announcement Number: [Job Announcement Number]) as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Expertise] and [Number] years of relevant experience, I am confident in my ability to contribute effectively to [Agency Name].

In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [relevant skills or tools] and demonstrated my ability to [key competencies related to the job].

I am particularly drawn to this position because [reason why you are interested in this role/agency], and I believe my background in [specific skills or experiences] aligns well with the goals of [Agency Name].

Enclosed is my resume, which provides further details about my qualifications. I am looking forward to the opportunity to discuss how my experience and skills can contribute to the mission of [Agency Name].

Thank you for considering my application.

Sincerely,
[Your Name]