

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[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 listed on [Where You Found the Job Listing]. With a background in [Your Field/Experience] and a strong commitment to [Relevant Skills/Values], I am excited about the opportunity to contribute to [Agency Name].

In my previous role at [Your Previous Company/Organization], I successfully [Specific Achievement or Responsibility Related to the Job]. This experience has equipped me with the skills needed to [Relevant Skill Related to the Job Description].

I am particularly drawn to this position because [Reason Specific to the Agency or Role]. I believe that my expertise in [Relevant Skill or Experience] will enable me to make a positive impact in your team and support the mission of [Agency Name].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background and skills align with the needs of your team.

Sincerely,  
[Your Name]