

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Agency Name]
[Agency 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 Posting] at [Agency Name]. With my background in [Your Professional Background or Relevant Experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Job/Company], I successfully [Describe a Relevant Achievement or Responsibility] which resulted in [Explain the Impact of Your Contribution]. This experience has equipped me with [Mention Relevant Skills or Qualifications] that align well with the requirements of the [Job Title] position.

I have a strong understanding of [Relevant Policies/Practices/Skills Related to the Position] and am familiar with [Relevant Software/Systems or Procedures], which I believe will enable me to meet the demands of the job.

I am particularly drawn to this position at [Agency Name] because [Explain Why You Want to Work for the Agency or in This Role]. I am excited about the opportunity to [Mention Specific Contributions You Hope to Make or Goals You Want to Achieve] within your organization.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,
[Your Name]