

Template Example:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 at [Agency Name] as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and [Number of Years] years of experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Employer], I successfully [mention a relevant achievement or responsibility], which has prepared me to excel in this position. I possess strong skills in [relevant skills], and I am dedicated to [specific goal or value related to the agency's mission].

I am particularly drawn to this role because [mention a specific reason related to the agency or job]. I am committed to [mention alignment with agency goals or values], and I believe my background in [specific experience or skill] will allow me to add value to your team.

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Agency Name].

Sincerely,

[Your Name]