

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Agency/Department Name]
[Office Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position as advertised on [where you found the job listing]. With my background in [your relevant field/experience] and a strong commitment to [relevant skills or values], I believe I would be a valuable addition to [Agency/Department Name].

Having held positions in [relevant previous roles or experiences], I have developed skills in [specific skills or competencies related to the job] that directly align with the requirements of the [Job Title]. My experience with [related task or software] will enable me to contribute effectively to your team and help achieve [specific goals or missions of the agency].

I have attached my resume for your review, which provides additional details about my qualifications. I am enthusiastic about the opportunity to work with [Agency/Department Name] and contribute to [mention any specific project or goal of the agency].

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for this position further.

Sincerely,

[Your Name]