

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company/Agency Name]  
[Company/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]. I understand that federal job applications require specific documentation and qualifications to be considered.

In accordance with the application requirements, I have included the following documents for your review:

- A completed federal employment application (Form [Specify Form, e.g., OF-612 or SF-171])
- A copy of my resume detailing my relevant work experience
- All required transcripts and certifications
- A list of references

I am excited about the opportunity to contribute to [Agency/Organization Name] and bring my skills in [Your Relevant Skills/Experience] to your team. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]