

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Employer's Title]
[Agency/Department Name]
[Agency Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position as advertised on [where you found the job posting]. With my background in [Your Field/Area of Expertise] and experience in [specific skills or experiences relevant to the job], I am confident in my ability to contribute effectively to [Agency/Department Name].

In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility that aligns with the job], which helped to [mention the impact of your work]. I have also developed skills in [mention any additional relevant skills or experiences], which I believe will be beneficial for this position. I am particularly drawn to this opportunity at [Agency/Department Name] because [explain why you are interested in this specific agency/department and/or position]. I am eager to bring my expertise in [specific skills or experiences] to your team and support the mission of [Agency/Department Name].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]