

[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 at [Agency Name] as advertised on [where you found the job listing]. With a background in [Your Field/Expertise] and [number] years of experience in [relevant experience or skills], I am eager to contribute my skills to your team and support the mission of [Agency Name].

Throughout my career, I have developed a strong foundation in [specific skills or experiences related to the job]. I have demonstrated my ability to [specific accomplishments or responsibilities that align with the job requirements]. My [describe a key personal quality] has always driven me to achieve excellence in my work.

I am particularly drawn to this position because [specific reason relating to the agency's mission or values]. I believe my skills in [relevant skills or experiences] align perfectly with the responsibilities outlined in the job description, and I am excited about the opportunity to [how you plan to contribute to the agency].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm for [Agency Name]'s mission can contribute to your team. I am happy to provide additional information or clarify any points in my resume.

Sincerely,
[Your Name]