

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient 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/Expertise], coupled with my passion for [related interest or mission of the agency], I am excited about the opportunity to contribute to [Agency Name].

In my previous role at [Your Previous Company/Organization], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience has equipped me with [specific skills or knowledge relevant to the job], which I believe aligns closely with the requirements for the [Job Title] position.

I am particularly drawn to this role because [explain why the position interests you and how it relates to your career goals]. I believe that my skills in [specific skills] and my commitment to [mention a relevant value or goal related to the agency] make me a strong candidate for this position.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the important work being done at [Agency Name]. Please find my resume attached for further details on my professional journey.

Sincerely,

[Your Name]

[Attachment: Resume]