

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Title]
[Agency/Department 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/Department Name] as advertised on [where you found the job posting]. With my background in [Your Field/Area of Expertise] and experience in [relevant experience or skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Employer/Organization], I [describe a relevant responsibility, project, or achievement]. This experience equipped me with [mention specific skills or expertise relevant to the federal job you are applying for]. Additionally, my commitment to [mention values or skills related to the agency's mission] aligns well with the goals of [Agency/Department Name].

I am particularly drawn to this position because [explain why you are interested in this job/agency], and I am eager to bring my skills in [mention relevant skills] to support your mission.

I have attached my resume for your consideration. I look forward to the opportunity to discuss my application in further detail and how I can contribute to the excellent work at [Agency/Department Name]. Thank you for considering my application.

Sincerely,
[Your Name]