

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position with [Agency Name] as advertised on [where you found the job posting]. With my background in [your field/area of expertise] and experience in [relevant skills or experiences], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Employer], I successfully [mention a relevant achievement or responsibility], which resulted in [describe the outcome or benefit]. My skills in [specific skill] and [another skill] align well with the requirements outlined in the job description. I am particularly drawn to this position at [Agency Name] because of [mention specific reasons related to the agency's mission, values, or projects]. I admire [specific project or value of the agency] and would be honored to contribute my skills to support this mission.

I am eager to bring my expertise in [mention relevant skills or experiences] to your team and assist in achieving [mention agency objectives or goals]. I have attached my resume for your review and would welcome the opportunity to discuss my application further.

Thank you for considering my application. I look forward to the possibility of contributing to [Agency Name] and am excited about the opportunity to make a difference.

Sincerely,
[Your Name]