

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position as advertised on [Job Posting Source]. With my [years of experience] in [relevant field or industry] and a proven record of [specific achievements or contributions], I am excited about the opportunity to contribute to [Agency/Organization Name] in this role.

Throughout my career, I have developed a strong foundation in [relevant skills or expertise], which I believe aligns well with the requirements outlined in the job description. At [Previous Employer], I successfully [specific accomplishment or responsibility], which resulted in [measurable outcome or impact]. This experience has equipped me with [another relevant skill or quality], making me confident in my ability to excel in this position.

I am particularly drawn to [Agency/Organization Name] because of [specific reason related to the agency's mission or values]. I admire [specific program, initiative, or value], and I am eager to contribute my talents to support your ongoing efforts in [related task or project]. I am enthusiastic about the possibility of working with your team and am committed to bringing my skills in [relevant skills] to further the goals of [Agency/Organization Name]. Thank you for considering my application. I look forward to the opportunity to discuss how I can support your mission.

Sincerely,
[Your Name]