

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Agency Name]
[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 listing]. With my background in [Your Profession/Field] and my commitment to public service, I am excited about the opportunity to contribute to [Department/Agency Name] and serve the community.

I hold a [Your Degree] in [Your Major] from [Your University], and I have [number] years of experience in [related field or role]. During my time at [Previous Job/Organization], I successfully [mention a relevant achievement or responsibility], which honed my skills in [specific skills related to the job]. I am particularly drawn to this position because [reason related to the job/agency/mission].

I believe my skills in [specific skills] and my ability to [mention a relevant attribute or experience that aligns with the job requirements] make me a suitable candidate for this role. I am particularly impressed by [specific initiative or project of the agency] and would be eager to contribute to [mention how you plan to contribute].

Enclosed is my resume, which provides further details about my qualifications. I look forward to the opportunity to discuss my application in more detail and am available for an interview at your earliest convenience. Thank you for considering my application.

Sincerely,
[Your Name]