

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Title]
[Company/Department Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position advertised on [where you found the job listing]. With a background in [Your Field/Profession] and [number] years of experience in [related experience or field], I am excited about the opportunity to contribute to [specific department or mission of the public sector organization].

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility relevant to the job], which resulted in [explain the outcome or benefit]. My skills in [mention relevant skills] further equip me to add value to your team and support [specific goals or initiatives of the department].

I am particularly drawn to this position because [explain why you are interested in this specific role or department]. I admire [mention any relevant values, goals, or projects related to the organization] and believe my abilities align well with the needs of your team.

I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to [Department Name] at [Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Warm regards,

[Your Name]
[Attachment: Resume]