

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Department/Agency Name]  
[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 [where you found the job listing]. With my background in [Your Field/Area of Expertise] and [Number] years of experience in [Relevant Experience], I am excited about the opportunity to contribute to [Department/Agency Name].

In my previous role at [Previous Employer], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to excel in [specific job responsibility related to the position you're applying for].

I am particularly drawn to this position because [mention something specific about the job or agency that interests you]. I believe that my skills in [list relevant skills] align well with the requirements of the position.

I have attached my resume for your review and would welcome the chance to discuss how my background, skills, and enthusiasms can contribute to the ongoing success of [Department/Agency Name]. Thank you for considering my application. I look forward to the possibility of speaking with you soon.  
Sincerely,

[Your Name]