

[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 apply for the [Job Title] position at [Department/Agency Name] as advertised on [where you found the job posting]. I believe my background in [your field/area of expertise] and my commitment to [relevant values related to the public sector] make me a strong candidate for this role.

In my previous position at [Your Previous Company/Organization], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with [mention relevant skills or knowledge applicable to the job].

I am particularly drawn to this role because [explain why you are interested in the position and the public sector]. I am eager to bring my skills in [mention specific skills] to [Department/Agency Name] and contribute to [mention specific goals or initiatives of the department/agency].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,
[Your Name]