

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position as advertised on [where you found the job listing]. I believe that my skills and experiences align well with the responsibilities outlined in the job description.

I hold a [Your Degree] in [Your Field] from [Your University], and I have [number] years of experience in [Your Relevant Experience]. Throughout my career, I have demonstrated my ability to [relevant skills or experiences related to the job]. I am particularly drawn to this position at [Department/Agency Name] because [specific reason related to the department or agency].

I am excited about the opportunity to contribute to [specific goals, projects, or values of the department/agency]. I have attached my resume and any other required documents for your review.

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for this role further. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for us to meet.

Sincerely,  
[Your Name]