

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Job Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Department/Agency Name], as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Expertise] and my commitment to [Relevant Value/Goal], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I successfully [Briefly Describe a Relevant Experience or Accomplishment]. This experience has equipped me with [Skills or Qualities that are Relevant to the Job], making me a strong candidate for this position. I am particularly drawn to this position because [Explain Why You Are Interested in the Job/Agency]. I am eager to bring my skills in [Specific Skills] to [Department/Agency Name] and support [Mention a Specific Initiative or Goal of the Agency].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,
[Your Name]