

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise], I believe I am a suitable candidate for this role.

In my previous position at [Your Previous Job/Organization], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to contribute effectively to your team.

I am particularly drawn to this position at [Department/Agency Name] because [explain why you are interested in the position/organization]. I am excited about the opportunity to [mention any relevant goals or contributions you wish to bring to the role].

Enclosed is my resume, which provides further details about my education and professional background. I hope to have the opportunity to discuss how I can contribute to the ongoing success of [Department/Agency Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]