

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[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 [where you found the job listing]. With my background in [Your Field/Area of Expertise] and a strong commitment to public service, I am excited about the opportunity to contribute to [Department/Agency Name]. In my previous role at [Your Previous Employer/Organization], I [describe relevant experience or accomplishments that align with the job description]. This experience has equipped me with [mention specific skills or knowledge relevant to the position].

I am particularly drawn to this position because [explain why you are interested in this specific job or agency]. I believe my skills in [list relevant skills] will help support the goals of [Department/Agency Name]. Thank you for considering my application. I am looking forward to the opportunity to discuss how my experience and skills can contribute to your team. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]