

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

Dear [Recipient's Name],

[Paragraph 1: Introduction stating the position you are applying for and how you found out about it.]

[Paragraph 2: Briefly outline your qualifications, experience, and any relevant skills related to the job.]

[Paragraph 3: Highlight your interest in the department/agency and how you can contribute to its goals.]

[Paragraph 4: Closing statement expressing your eagerness for an interview and providing your availability.]

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]