

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Department or Agency Name] as advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and experience in [Relevant Experience], I am confident in my ability to contribute positively to your team.

In my previous role at [Your Previous Employer], I [describe relevant responsibilities, achievements, and skills related to the job]. I have developed strong [specific skills/traits], which I believe align well with the requirements of the [Job Title] position.

I am particularly drawn to this opportunity at [Department or Agency Name] because [explain your motivation for applying to this specific role/organization]. I am eager to bring my expertise in [specific areas] to further your mission of [mention any relevant goals or projects of the organization].

I have attached my resume for your consideration and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Department or Agency Name].

Sincerely,
[Your Name]