

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] within [Department/Agency Name], as advertised on [where you found the job listing]. With a strong background in [your field/area of expertise] and a passion for public service, I am confident in my ability to contribute effectively to your team and support the mission of [specific department/agency].

Throughout my career, I have developed [mention relevant skills or experiences], which align closely with the qualifications required for this position. For example, [provide a specific example of relevant experience or achievement]. My ability to [list a key competency or skill] has enabled me to [achieve specific results], demonstrating my commitment to excellence and innovation.

Furthermore, I am deeply committed to [mention any relevant values or missions related to the government position], and I believe that my expertise can help further the objectives of [Department/Agency Name]. I am particularly drawn to [mention a specific program or initiative of the department/agency] and would love the opportunity to contribute my skills in [specific area] towards its success.

I would welcome the chance to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,
[Your Name]