

[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 [Job Title] position as advertised on [where you found the job posting] on [date]. With my background in [your field/area of expertise] and my passion for [related interest], I am confident in my ability to contribute effectively to your team at [Department/Agency Name].

In my previous role at [Your Previous Employer], I successfully [describe an achievement or responsibility relevant to the job], which has equipped me with the skills necessary to excel in this position.

I am particularly drawn to this opportunity because [explain why you are interested in this specific job/agency], and I believe my experience with [specific skill or experience related to the job] aligns with the goals of your department.

Please find my resume attached for your review. I would be grateful for the opportunity to discuss my application further and explore how I can contribute to the important work done by [Department/Agency Name].

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,
[Your Name]