

[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 or Hiring Manager],

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 experience in [Specific Skills or Experience Related to the Job], I believe I am an excellent candidate for this role.

In my previous position at [Your Previous Employer], I successfully [mention any relevant achievements or responsibilities]. This experience has equipped me with the skills necessary to excel in [specific tasks related to the job].

I am particularly drawn to this position because [mention any specific reasons related to the department/agency or role]. I am eager to contribute to [mention any goals or projects related to the agency].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in further detail.

Sincerely,
[Your Name]