

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting]. With a background in [Your Field/Area of Expertise], I am eager to contribute to [Department/Agency Name] and support its mission of [Briefly Mention the Department's Mission or Goals].

In my previous role at [Your Previous Job/Organization], I [Briefly Describe Relevant Experience and Achievements]. This experience has equipped me with the skills necessary to excel in this position, including [List Two or Three Relevant Skills or Qualifications].

I am impressed by [mention any specific project, value, or aspect of the agency] and am excited about the opportunity to bring my expertise in [Your Expertise Area] to [Agency Name]. I am committed to public service and would welcome the chance to contribute positively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your department.

Sincerely,
[Your Name]