

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Department/Agency Name] as advertised on [Job Posting Source]. With a background in [Your Field/Expertise] and [Number] years of relevant experience, I am excited about the opportunity to contribute to [specific goals or initiatives of the department/agency].

In my previous role at [Your Previous Company/Organization], I successfully [specific achievement or responsibility that relates to the job]. This experience has equipped me with the skills necessary to [relevant skills or qualifications mentioned in the job description].

I am particularly drawn to this position because [reason why you are interested in this specific government job or agency]. I believe that my skills in [specific skills] align well with your needs for this role.

I have attached my resume for your review, which includes additional details about my professional background. I look forward to the opportunity to discuss how my experiences and vision align with the goals of [Department/Agency Name]. Thank you for considering my application.

Sincerely,

[Your Name]