

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Job 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 at [Department/Agency Name] as advertised on [where you found the job posting]. With my background in [Your Field/Area of Expertise] and my commitment to public service, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Job/Organization], I successfully [mention a relevant achievement or responsibility that aligns with the job description]. This experience honed my skills in [mention relevant skills] and prepared me for the challenges associated with [mention specific aspects of the new position].

I am particularly drawn to this position at [Department/Agency Name] because [explain what attracts you to the role or department]. I believe that my skills in [list a couple of relevant skills] will allow me to [describe how you will add value to the organization].

I have attached my resume for your review and would appreciate the opportunity to discuss my application in further detail. Thank you for considering my application. I look forward to the possibility of contributing to [Department/Agency Name].

Sincerely,  
[Your Name]