

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Department's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position as advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and my passion for public service, I am excited about the opportunity to contribute to [Organization's Name].

In my previous role at [Your Previous Company/Organization], I successfully [mention a relevant achievement or responsibility that aligns with the job]. This experience has equipped me with [specific skills or knowledge related to the position].

I am particularly drawn to this position because [mention what attracts you to the job or organization]. I believe that my skills in [mention specific skills] would allow me to [briefly explain how you can add value].

I am eager to bring my expertise to the [Department's Name] and help [describe a relevant goal or mission of the organization]. I look forward to the opportunity to discuss how my experience and vision align with the goals of [Organization's Name].

Thank you for considering my application. I hope to discuss my application with you in more detail. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]