

****Resume Template for Government Job****

[Your Name]
[Your Address]
[City, State, Zip]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile (optional)]

****Objective****

[Brief statement about your career goals and what you hope to achieve in the government position.]

****Education****

[Degree] in [Field of Study]
[University/College Name], [City, State] -- [Graduation Date]

****Experience****

****[Job Title]****

[Employer Name], [City, State] -- [Start Date] to [End Date]
- [Responsibility/Task 1]
- [Responsibility/Task 2]
- [Accomplishment or Project]

****[Job Title]****

[Employer Name], [City, State] -- [Start Date] to [End Date]
- [Responsibility/Task 1]
- [Responsibility/Task 2]
- [Accomplishment or Project]

****Skills****

- [Skill 1]
- [Skill 2]
- [Skill 3]

****Certifications****

- [Certification Name, Issuing Organization, Date Obtained]

****Volunteer Experience** (if applicable)**

****[Role]****

[Organization Name], [City, State] -- [Start Date] to [End Date]
- [Responsibility/Task 1]
- [Responsibility/Task 2]

****References****

Available upon request.

****Cover Letter Template for Government Job****

[Your Name]
[Your Address]
[City, State, Zip]
[Your Phone Number]
[Your Email Address]
[Date]
[Hiring Manager's Name]
[Department Name]

[Government Agency Name]
[Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position with [Government Agency Name] as advertised [where you found the job listing]. With a background in [Your Field/Area of Expertise], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Employer], I [describe a relevant task, responsibility, or project that aligns with the job description]. This experience has equipped me with the skills necessary for [mention a key requirement from the job listing].

I am particularly drawn to this position because [explain why you are interested in the position and the agency]. I believe my [mention any unique skills or experiences] would be a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Government Agency Name]. I am available at your earliest convenience for an interview.

Sincerely,
[Your Name]