

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

Dear [Recipient Name],

I am writing to express my intent to apply for the [specific position] within [Department/Agency Name] as advertised on [where you found the job listing]. With a strong background in [your field/area of expertise] and a commitment to serving the public, I am eager for the opportunity to contribute to your team.

My qualifications include:

- [Relevant experience or achievement #1]
- [Relevant experience or achievement #2]
- [Relevant experience or achievement #3]

I am particularly drawn to this role because [reason why you are interested in the position/agency]. My skills in [specific skills relevant to the job] align well with the objectives of [Department/Agency Name], and I am excited about the possibility of bringing my expertise to this position.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Department/Agency Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]