

[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 interest in the [Job Title] position listed on [where you found the job posting] with [Department/Agency Name]. I believe my skills and experience align well with the requirements of this role, and I am eager to contribute to [specific goal or mission of the agency].

I hold a [Your Degree] in [Your Field] from [Your University] and have [X years] of experience in [relevant experience]. In my previous position at [Your Previous Company], I successfully [describe a relevant achievement or responsibility].

I am particularly drawn to this position because [explain why you are interested in the job and how it relates to your career goals]. I am confident that my background in [specific skills or experience] would be beneficial to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Department/Agency Name].

Sincerely,
[Your Name]