

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With a background in [Your Field/Experience], and a strong commitment to public service, I believe I would be a valuable addition to your team.

Throughout my career, I have developed skills in [mention relevant skills or experience], which align closely with the requirements of this position. I have successfully [mention any relevant achievements or responsibilities], demonstrating my ability to [related job duty].

I am particularly drawn to this role because [mention specific reasons related to the agency or job description]. I am eager to contribute to [mention a goal or project related to the role] and help achieve the objectives of [Department/Agency Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can benefit your organization.

Sincerely,
[Your Name]