

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Department Name]
Gwinnett County Government
[Office Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on the Gwinnett County Government website. With my background in [relevant experience or field], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company/Organization], I successfully [mention any relevant achievements or responsibilities]. My skills in [key skills related to the job] have prepared me to contribute effectively to your department.

I am particularly drawn to this position at Gwinnett County because [mention something specific about the county or department that appeals to you]. I am eager to bring my expertise in [specific skills or experience] to support the county's goals and initiatives.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can meet the needs of your team.

Sincerely,
[Your Name]