

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Department/Office]
[Department of Health and Human Services]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position title] with the Department of Health and Human Services, as advertised on [where you found the job posting]. With my background in [your field/discipline] and my commitment to [relevant value or mission of HHS], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Employer], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience equipped me with the skills necessary to [mention a relevant skill or competency] and to understand the importance of [mention a relevant aspect of HHS's work or mission].

I am particularly drawn to this position because [explain why you are interested in this role or organization]. I believe that my expertise in [specific skills or experiences] aligns well with the goals of your department.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the important work at the Department of Health and Human Services.

Sincerely,
[Your Name]