

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department Name]
[Local Government Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],
I am writing to express my interest in the [Job Title] position at [Local Government Office Name] as advertised [where you found the job posting]. With my background in [Your Field or Expertise] and my commitment to serving the community, I am excited about the opportunity to contribute to [specific goal or project related to the job].
I have [number] years of experience in [relevant experience or skills], which has equipped me with a strong foundation to effectively fulfill the responsibilities of this position. My key skills include [list relevant skills or experiences]. I believe these align well with the requirements outlined in the job description.
I am particularly drawn to this position because of [specific reason related to the local government or community]. I am enthusiastic about the possibility of working with [mention any relevant department or community aspect] to make a positive impact.
Enclosed is my resume for your consideration. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.
Sincerely,
[Your Name]
[Attachment: Resume]