

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Position Title]
[Local Government Unit]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position at [Local Government Unit], as advertised on [where you found the job listing]. With a background in [Your Field/Area of Expertise] and a strong passion for community service, I am excited about the opportunity to contribute to the [name of the local government unit] and serve our community.

In my previous role as [Your Previous Position] at [Your Previous Company/Organization], I successfully [describe relevant accomplishments, skills, or experiences]. This experience has equipped me with the skills necessary to [mention how your skills align with the requirements of the position].

I am particularly drawn to this position because [explain why you are interested in this specific role and how it fits your career goals]. I believe that my [mention any specific skills or experiences] will allow me to make a meaningful impact in the [Local Government Unit/Department]. I have attached my resume for your review, which provides further detail about my qualifications. 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]