

\*\*[Your Name]\*\*

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

\*\*[Hiring Manager's Name]\*\*

[Local Government Unit Name]

[Unit Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position title] at [Local Government Unit Name] as posted on [where you found the job listing]. With my background in [your field/area of expertise] and my commitment to serving the community, I believe I am an ideal candidate for this position.

In my previous role at [Your Previous Company/Organization], I successfully [mention a specific achievement or responsibility related to the job]. This experience taught me the importance of [relevant skills or values related to local governance].

I am particularly drawn to this position because [mention your motivation for applying, such as specific projects, values of the LGU, or your passion for public service]. I am eager to contribute my skills in [list relevant skills or experiences] to enhance [specific aspect or project of the LGU].

I have attached my resume for your review, and I welcome the opportunity to discuss how my experience and vision align with the goals of [Local Government Unit Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

[Your Name]