

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at [Local Government Unit Name], as advertised [where you found the job listing]. With a strong background in [your field/skills] and a passion for community service, I am eager to contribute to [specific goals or initiatives of the LGU].

In my previous role as [Your Job Title] at [Your Previous Organization], I successfully [describe a relevant experience or achievement]. This experience has equipped me with [relevant skills or knowledge], which I believe will be beneficial in the [specific position] role.

I am particularly drawn to this position because [explain why you are interested in this LGU and how you can contribute]. I am excited about the opportunity to work collaboratively with [mention any specific teams, departments, or community members] to [briefly mention goals or contributions you hope to achieve].

Enclosed with this letter is my resume, which provides further details about my professional journey. 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]