

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] within the [Local Government Unit Name] as advertised [mention where you found the job listing]. With my background in [your field/industry], combined with my passion for public service, I am confident in my ability to contribute effectively to your team.

I hold a [degree/certification] in [your field] from [your university/institution] and have [number of years] years of experience in [relevant experience related to the position]. Throughout my career, I have developed skills in [list relevant skills], which I believe will be beneficial in fulfilling the responsibilities associated with the [specific position].

In my previous role at [your previous employer], I successfully [mention a relevant achievement or responsibility]. This experience allowed me to further hone my abilities in [related skills] and solidified my commitment to [mention relevant values or goals related to the LGU position].

I am particularly drawn to this opportunity at [Local Government Unit Name] because [mention why you're interested in this specific LGU and position]. I admire [specific programs, initiatives, or values of the LGU], and I am eager to contribute my skills towards supporting and enhancing these efforts.

Enclosed with this letter is my resume, which provides additional details about my education and experience. I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Local Government Unit Name]. I am looking forward to the possibility of contributing to your team and to the community.

Thank you for considering my application. I hope to hear from you soon to discuss my application further.

Sincerely,

[Your Name]  
[Enclosure: Resume]