

[Your Name]
[Your Address]
[City, Province, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Job Title]
[Local Government Unit Name]
[Office Address]
[City, Province, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position name] vacancy as advertised on [where you found the job listing]. With a background in [your field or expertise], I am excited about the opportunity to contribute to [Local Government Unit Name] and serve our community.

I hold a [your degree] in [your field] from [your university] and have accumulated [number] years of relevant experience in [specific skills or industries]. My previous role at [your previous company/organization] involved [briefly describe relevant responsibilities or achievements], which enhanced my [mention skills related to the job position].

I am particularly drawn to this position because [mention why you are interested in the specific LGU and position, and how your values align with their mission]. I believe my skills in [mention relevant skills] would allow me to effectively contribute to [specific project or goal of the LGU].

I have attached my resume for your review, and I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Local Government Unit Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed office.

Sincerely,
[Your Name]