

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Position Title]
[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 title] at the [Local Government Unit Name] as advertised [where you found the job posting]. With a strong background in [your relevant field/experience], I am excited about the opportunity to contribute to our community through this role.

I hold a [your degree or relevant qualifications] from [your university/college], and I have gathered [number] years of experience in [related experience or field]. My previous role as [your previous job title] at [your previous employer] has equipped me with valuable skills in [mention relevant skills or experiences]. I am particularly passionate about [mention a specific aspect related to the role or community service].

Throughout my career, I have demonstrated [mention key achievements or contributions relevant to the job]. I believe these experiences have prepared me well to effectively [mention key responsibilities of the job you are applying for].

I am particularly drawn to [Local Government Unit Name] because of [mention something noteworthy about the LGU or its community initiatives]. I am eager to bring my expertise in [specific skill or knowledge relevant to the LGU] to help achieve the goals of the community and enhance the well-being of its residents.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please find my resume attached for additional details about my qualifications.

Sincerely,

[Your Name]
[Attachment: Resume]