

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

Dear [Recipient's Name],

I am writing to express my interest in the [position title] position listed at [where you found the job posting] with the [Local Government Unit Name]. With my background in [your background/experience] and a strong commitment to public service, I am excited about the opportunity to contribute to our community.

In my previous role as [your previous job title] at [previous employer or organization], I successfully [mention specific achievements or responsibilities relevant to the position]. This experience has equipped me with the skills and knowledge necessary to effectively handle the responsibilities associated with the [position title] role.

I am particularly drawn to this position because [explain why you are interested in this specific role or the Local Government Unit]. I believe that my [mention specific skills or attributes] make me a suitable candidate to support the goals of [Local Government Unit Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please find my resume attached for further details on my professional journey.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]