

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position as advertised on [where you found the job posting]. With my background in [mention relevant experience or education], I am eager to contribute to [specific tasks or goals related to the position or LGU].

Throughout my experience in [related field or previous position], I have developed skills in [list relevant skills or experiences]. I am particularly drawn to this position at the [LGU Name] because [mention specific reason related to the LGU's mission or values].

Enclosed is my resume for your consideration. I look forward to the opportunity to discuss my qualifications further. Thank you for your time and consideration.

Sincerely,  
[Your Name]