

[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 [specific position title] at [Local Government Unit Name] as advertised on [where you found the job posting]. With a background in [your relevant experience or education], I am eager to contribute to the community through [specific department or service related to the position].

In my previous role at [Your Previous Organization], I successfully [mention any relevant achievements or experiences that apply to the job]. This experience has provided me with the skills necessary to effectively [mention key responsibilities related to the job].

I am particularly drawn to the opportunity at [Local Government Unit Name] because [explain why you are interested in this position or organization specifically]. I believe my proactive approach and dedication to public service align well with the values of your team.

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 unit. Please feel free to contact me at [your phone number] or [your email address] to arrange a meeting.

Sincerely,
[Your Name]