

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

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position as advertised on [Where You Found the Job Posting]. With a strong background in [Your Field/Area of Expertise] and a commitment to serving the community, I am excited about the opportunity to contribute to the [Local Government Unit Name].

In my previous role at [Your Previous Company/Organization], I successfully [describe a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with valuable skills in [specific skills related to the job], which I believe will be beneficial in supporting the goals of your office.

I am particularly drawn to this position because [mention a specific aspect of the LGU or its initiatives that resonates with you]. I am eager to bring my expertise in [specific area] and my passion for public service to your team.

Enclosed is my resume, which provides further details about my education and professional background. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your office. Thank you for considering my application.

Sincerely,
[Your Name]