

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Local Government Unit Name]  
[LGU Address]  
[City, State, Zip Code]

Dear [Hiring Manager'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 listing]. With a background in [your field/area of expertise] and a strong commitment to serving the community, I am excited about the opportunity to contribute to the valuable work of your team.

I hold a [your degree or relevant qualification] from [your institution], and I have [number] years of experience in [related experience or specific skills relevant to the job]. My role at [your previous job or organization] involved [briefly describe relevant responsibilities or achievements], which has equipped me with the skills necessary for the position at [Local Government Unit Name].

I am particularly drawn to this position because [reason why you are interested in the job or the organization], and I believe that my dedication to [relevant values or goals] aligns well with the mission of [Local Government Unit Name].

Enclosed is my resume, which provides additional details about my education and experience. I am looking forward to the possibility of discussing how I can contribute to the ongoing success of [Local Government Unit Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]