

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Department's Name]
[City or County Government's Name]
[Office Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position posted on [where you found the job listing] within [Department's Name] at [City or County Government's Name]. With a strong background in [Your Relevant Experience or Field] and a passion for serving the community, I am excited about the opportunity to contribute to local government initiatives.

In my previous role at [Your Previous Job or Organization], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience has equipped me with the skills to [mention any relevant skills or experiences that align with the job requirements]. I am particularly drawn to this position because [mention specific reasons related to the department or organization's goals]. I am enthusiastic about the opportunity to work collaboratively with the team at [Department's Name] to [mention specific goals or projects of the department]. I believe my [list a couple of key skills or experiences] will enable me to make a positive impact within the local community.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,
[Your Name]