

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Postal Service Name]
[Postal Service Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Postal Service Name] as advertised on [where you found the job listing]. With a strong background in customer service and a passion for community connection, I believe I would be a valuable addition to your team.

In my previous role at [Previous Company/Organization], I successfully [specific achievement or responsibility relevant to the postal service job], which helped to enhance customer satisfaction and efficiency. I am adept at handling [specific skills relevant to the job, such as sorting mail, operating postal equipment, etc.], and I thrive in fast-paced environments.

I am particularly drawn to the mission of [Postal Service Name] and its commitment to [mention any specific value, program, or goal of the Postal Service]. I am excited about the opportunity to contribute to [specific aspect of the postal service you admire].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I am available at your convenience for an interview.

Sincerely,
[Your Name]