

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Postal Service Name]
[Postal Service Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Postal Service Name] as advertised [where you found the job listing]. With my background in [relevant experience or skills], I am confident in my ability to contribute to your team and assist in providing exceptional service to the community.

In my previous role at [Your Previous Employer], I [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to excel in a fast-paced, customer-focused environment. I am particularly drawn to this position at [Postal Service Name] because [mention any specific reasons related to the organization or its values]. I am eager to bring my [mention any specific skills or qualities] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Postal Service Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,
[Your Name]