

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position, as advertised on [where you found the job listing]. With my background in [Your Field/Expertise] and my commitment to public service, I am excited about the opportunity to contribute to [Department/Agency Name].

I hold a [Your Degree] in [Your Major] from [Your University] and have [number] years of experience in [related experience or field]. In my previous role at [Previous Organization], I successfully [describe a relevant achievement or responsibility], which honed my skills in [related skills].

I am particularly drawn to this position because [reason related to the job or agency's mission]. I am eager to bring my expertise in [specific skills/areas of knowledge] to support [specific agency goals or projects].

Enclosed is my resume for your review. I look forward to the possibility of discussing how I can contribute to the exceptional work being done at [Department/Agency Name]. Thank you for considering my application.

Sincerely,
[Your Name]