

Formal Application for Government Job

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Department Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally apply for the [Job Title] position as advertised on [where you found the job listing]. With my background in [Your Field/Experience] and my passion for public service, I am excited about the opportunity to contribute to [Government Agency Name].

Throughout my career, I have developed skills that align well with the requirements of this position. Specifically, I have [mention relevant experience or qualifications]. I am confident that my skills in [specific skills related to the job] will allow me to make a meaningful impact in your team.

I have attached my resume for your consideration. I look forward to the possibility of discussing how I can contribute to the [Department Name] and serve the community effectively.

Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,

[Your Name]