

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager

Department Name

Government Office Name

Office Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position title] within the [Department Name] as advertised [mention where you found the job posting]. With my background in [your field/experience], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed skills in [mention relevant skills or experiences related to the job]. I believe these experiences have prepared me well for the challenges of the [specific position title].

I am particularly drawn to this position because [mention a specific reason related to the department/position]. I am eager to bring my expertise in [mention relevant expertise] to [specific goals or projects of the department].

Attached is my resume for your consideration. I look forward to the opportunity to discuss how my qualifications align with the needs of your department. Thank you for considering my application.

Sincerely,

Your Name