

Application for [Government Role Title]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Government Role Title] position as advertised on [where you found the job listing]. With my background in [your field or expertise], along with my commitment to public service, I am excited about the opportunity to contribute to [Department/Agency Name].

In my previous role at [Your Previous Company/Organization], I successfully [mention any relevant achievements or responsibilities]. This experience has equipped me with skills in [mention relevant skills] that I believe are directly applicable to the [Government Role Title] position.

I am particularly drawn to this role because [explain your motivations related to the government role/department]. I am confident that my [mention relevant qualifications or characteristics] will allow me to effectively serve and support the objectives of [Department/Agency Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]