

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Department Name

Government Agency Name

Agency Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Government Agency Name] as advertised on [where you found the job posting]. With a [Your Degree] in [Your Field] and over [X years] of experience in scientific research, I am confident in my ability to contribute effectively to your team and support the agency's mission.

In my previous role at [Your Previous Organization], I successfully [describe a relevant achievement or responsibility related to the job]. This experience honed my skills in [mention relevant skills] and provided me with insight into [mention relevant knowledge related to government work]. I am particularly drawn to this position at [Government Agency Name] because [explain why you are interested in this role/agency].

I am skilled in [list relevant tools, techniques, or methodologies] and have a proven track record of [mention any specific outcomes or results]. Additionally, my collaborative nature and ability to communicate complex scientific information to diverse audiences will allow me to be an effective team member in your department.

I am excited about the opportunity to bring my expertise in [mention relevant topics] to [Government Agency Name] and contribute to [mention specific projects or goals of the agency]. Thank you for considering my application. I look forward to the possibility of discussing how I can help advance the objectives of your agency.

Sincerely,

Your Name