

Application for Federal Job Opportunity

John Doe

1234 Elm Street

City, State, ZIP Code

Email: johndoe@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Human Resources

[Agency Name]

[Agency Address]

City, State, ZIP Code

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting] for [Agency Name]. I believe my skills and experience align well with the requirements of the role, and I am excited about the opportunity to contribute to your team.

In my previous position at [Your Previous Job Title] with [Previous Employer], I successfully [briefly describe a relevant achievement or responsibility]. This experience has equipped me with the [specific skills or qualifications] that are essential for this position.

I possess a [Your Degree or Qualification] in [Field of Study] from [Your University] and have a strong commitment to [relevant value or goal related to the agency's mission]. I am particularly drawn to this opportunity at [Agency Name] because [brief reason related to agency or position].

Enclosed with this letter is my resume, which provides further details on my professional journey. I would be thrilled to further discuss how my background and skills can benefit your team. Thank you for considering my application.

Sincerely,

John Doe