

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Department Name]

[Organization Name]

[Office Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position within [Department/Organization Name], as advertised on [where you found the job posting]. With a passion for public service and a strong background in [Your Field/Expertise], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Organization], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the [mention skills relevant to the civil service role] necessary to thrive in the civil service environment. I am particularly drawn to this role because [mention specific reason related to the organization or role].

I am committed to upholding the values of integrity, transparency, and dedication. I believe my skills and experiences align well with the goals of [Department/Organization]. I am eager to bring my expertise in [mention specific skills or projects] to your organization and work collaboratively to achieve positive outcomes.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a meeting.

Sincerely,

[Your Name]