

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Department Name

State 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 listed at [Where You Found the Job Posting] for [State Agency Name]. With my background in [Your Professional Background] and a strong commitment to [Relevant Values/Goals related to State Employment], I believe I am an excellent candidate for this role.

In my previous position at [Your Previous Employer or Relevant Experience], I [describe a relevant experience or achievement]. This experience honed my skills in [Relevant Skills], aligning perfectly with the requirements of the [Job Title] position.

Furthermore, my ability to [mention any relevant skills or experiences that match the job description] gives me the confidence to contribute effectively to your team. I am particularly drawn to this opportunity because [mention any specific reasons related to the opportunity or agency].

I am excited about the possibility of contributing to [State Agency Name] and am eager to bring my expertise in [Relevant Skills] to your team. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your agency.

Thank you for considering my application. I hope to discuss my application further in an interview. I am available at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]