

# Formal Application for Public Sector Employment

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Hiring Manager  
Organization Name  
Organization Address  
City, State, Zip Code

Dear Hiring Manager,

I am writing to formally apply for the [Job Title] position at [Organization Name] as advertised on [where you found the job posting]. With my background in [Your Field/Area of Expertise] and my commitment to public service, I am excited about the opportunity to contribute to [specific goals or values of the organization].

In my previous role as [Your Previous Job Title] at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [mention relevant skills or expertise], which I believe will be beneficial for the [Job Title] position.

I am particularly drawn to this position because [explain your motivation related to the job or the organization]. I am confident that my skills in [specific skills] and my adaptability will allow me to effectively support [mention relevant department or initiative].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can contribute to the ongoing success of [Organization Name].

Sincerely,  
Your Name