

Application for [Job Title]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Date: [Current 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 apply for the [Job Title] position as advertised [where you found the job posting]. I believe my skills and experience make me a strong candidate for this position.

I have attached my resume for your review which highlights my qualifications, including:

- [Relevant Experience 1]
- [Relevant Experience 2]
- [Relevant Skills]

I am enthusiastic about the opportunity to contribute to [Government Agency Name] and am looking forward to the possibility of discussing my application with you in further detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

Attachment: Resume