

Cover Letter

Your Name
Your Address
City, State, ZIP
Your Email
Your Phone Number
Date

Hiring Manager's Name
City Department Name
City Hall Address
City, State, ZIP

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position with the [City Department Name] as advertised on [Job Posting Source]. With a strong background in [Your Field/Expertise] and a commitment to serving the community, I am excited about the opportunity to contribute to the city's initiatives.

In my previous position as [Your Previous Job Title] at [Your Previous Company], I successfully [Your Achievements/Responsibilities Relevant to the Job]. I believe that my experience with [Specific Skills Related to the Job] makes me a perfect candidate for this role.

I am particularly drawn to this position because [Explain Why You Are Interested in the Job or City]. I am eager to bring my skills in [Relevant Skills] to [City Department Name] and work collaboratively with your team to [Goal Related to the Position].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the continued success of [City Department Name].

Sincerely,

Your Name