

Application for [Position Title]

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

[Hiring Manager's Name]
[Department Name]
[Government Agency Name]
[Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position listed on [Where You Found the Job Posting]. With my background in [Your Field/Experience] and my commitment to [Relevant Skills/Values], I believe I would be a strong candidate for this role.

I have [Number] years of experience in [Relevant Experience or Field], where I have developed skills in [List Relevant Skills]. My work at [Previous Job or Internship] has equipped me with the ability to [What You Achieved or Learned].

I am excited about the opportunity to contribute to [Government Agency Name] and am eager to bring my expertise in [Your Field] to your team. I look forward to discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]