

Application for Local Government Position

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

Hiring Manager
Local Government Office
Office Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the [specific position name] at the [specific local government office], as advertised on [where you found the job listing]. With a background in [your field/industry] and a strong commitment to serving the community, I believe I would be a valuable addition to your team.

I have [number] years of experience in [related experience or skills]. During my time at [previous job or organization], I accomplished [specific achievements or responsibilities relevant to the position]. I am particularly drawn to this position because [reason why you are interested in this particular role or government office].

Enclosed with this letter is my resume, which provides further details about my professional journey. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your office. Thank you for considering my application.

Sincerely,
Your Name