

Cover Letter for Civil Service Job

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Department/Agency's Name

Department Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position with [Department/Agency Name] as advertised [where you found the job listing]. With my background in [Your Field/Experience] and a strong commitment to public service, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company/Organization], I successfully [mention relevant skills or experiences]. This experience honed my ability to [relevant skills related to the job], which I believe aligns well with the responsibilities of the [Job Title] position.

I am particularly drawn to this role at [Department/Agency Name] because [explain reason why you are interested in the agency/department or specific job]. I am eager to bring my expertise in [mention your skills or credentials] and a passion for serving the community to your esteemed agency.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

Your Name