Job Application Introduction Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company/Agency Name]

[Company/Agency Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Job Source]. With a strong background in [Your Field/Area of Expertise] and a passion for public service, I am excited about the opportunity to contribute to [State Department/Agency Name].

In my previous role as [Your Previous Job Title] at [Your Previous Company/Organization], I successfully [mention a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills or knowledge], which I believe align well with the goals of [State Department/Agency Name].

I am particularly impressed by [mention something specific about the state agency or department], and I am eager to bring my skills in [mention relevant skills] to your team. I believe my proactive approach and commitment to excellence would be a great fit for your office.

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and vision align with the needs of [State Department/Agency Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a meeting.

Sincerely,

[Your Name]