

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Department Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally submit my resume for the [Job Title] position listed on [where you found the job listing]. With my background in [Your Field/Area of Expertise] and relevant skills in [specific skills related to the job], I am excited about the opportunity to contribute to [Government Agency Name].

Please find attached my resume for your review. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,

[Your Name]