

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

Hiring Manager
Government Department Name
Department Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With my background in [your field/experience] and my commitment to [relevant skills or values], I believe I would be a valuable asset to your team.

Throughout my career, I have developed strong [specific skills or experiences related to the job]. My [specific achievements or experiences] has prepared me well for the responsibilities of this position, and I am eager to contribute my skills to [Department Name].

I am excited about the opportunity to work for [Government Department] and to contribute to [any relevant goals or missions of the department]. I believe that my passion for [related field or community service] aligns perfectly with the values of your organization.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
Your Name