

Cover Letter

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

[Hiring Manager's Name]
[Department Name]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. With a background in [your field or expertise] and a strong commitment to public service, I am excited about the opportunity to contribute to [Agency/Organization Name].

During my previous role at [Your Previous Job or Volunteer Work], I successfully [mention relevant experience, skills, or achievements]. These experiences have equipped me with the ability to [mention relevant skills or expertise related to the job]. I am particularly drawn to this position because [mention specific reason related to the job or agency].

I believe my skills in [mention relevant skills] will allow me to effectively [mention how you can contribute to the role or agency]. I am eager to bring my expertise in [specific area] to your team and support [Agency/Organization Name]'s mission to [mention the agency's mission or goals].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Sincerely,
[Your Name]