

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

Hiring Manager
Company Name
Company Address
City, State, Zip

Dear Hiring Manager,

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/experience], I am eager to contribute to [specific public sector initiative or value related to the position].

Throughout my career, I have developed strong skills in [relevant skills or experiences]. I am particularly drawn to this opportunity because [reason for interest in the public sector or the specific role]. I believe my experience in [specific experience] aligns well with the goals of [Company or Organization Name].

I am passionate about [specific public sector issue or project], and I am committed to making a positive impact in the community. I am excited about the possibility of joining your team and contributing to important public service initiatives.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,

Your Name