Request for Job Consideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Local Government Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in being considered for a position within [Local Government Office Name]. I believe my skills and experience align well with the goals of your office, and I am eager to contribute to our community.

[Briefly describe your relevant experience, skills, and reasons for wanting to work in local government.]

I appreciate your consideration of my request and look forward to the possibility of discussing opportunities with you. Thank you for your time.

Sincerely,

[Your Name]