

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] within [Organization Name] as advertised on [where you found the job listing]. With a degree in [Your Degree] and [number] years of experience in public administration, I am excited about the opportunity to contribute to your team.

Throughout my career, I have acquired skills in [mention relevant skills or experiences related to the position], which I believe will be beneficial in achieving the goals of [Organization Name]. I am particularly impressed by [mention something notable about the organization or its mission], and I am eager to bring my expertise in [specific areas of expertise] to support your initiatives.

Enclosed is my resume for your review. I would be delighted to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Organization Name].

Sincerely,

[Your Name]