

# Sample Formal Letter for Job Application to Government Office

**Your Name**

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

**Recipient's Name**

Job Title (if known)

Department/Office Name

Government Office Address

City, State, ZIP Code

Dear *[Recipient's Name or "Sir/Madam"]*,

I am writing to formally apply for the position of **[Position Title]** as advertised on **[where you found the job posting]**. I am confident that my academic background and professional experience make me a suitable candidate for this role.

I hold a degree in **[Your Degree]** from **[Your University]**, and have accumulated **[number]** years of relevant experience working with **[relevant experience, organization, or sector]**. My skills in **[key skills relevant to the job]** have been honed through my work at **[Previous Employer or Project]**, where I was responsible for **[briefly describe responsibilities or achievements]**. My experience has taught me the importance of diligence, integrity, and effective communication in performing duties related to public service.

I am enthusiastic about the opportunity to contribute to **[Government Office or Department Name]** and am eager to bring my skills and commitment to your team. I have attached my résumé for your review and would welcome the opportunity to further discuss my qualifications in an interview.

Thank you very much for considering my application. I look forward to your positive response.

Sincerely,

**[Your Name]**