

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

[Date]

[Recipient's Name]
[Recipient's Title]
[Government Agency Name]
[Agency Address]
[City, State, ZIP Code]

Subject: Application for [Position Title]

Dear [Recipient's Name],

I am writing to express my interest in the position of [Position Title] as advertised on [where you found the job posting]. With my comprehensive background in [your field/profession] and a deep commitment to public service, I believe I am well-qualified to contribute effectively to [Government Agency Name].

I hold a [Your Degree/Qualification] from [Your Institution], and possess [number] years of professional experience in [related field or relevant experience]. In my previous role at [Previous Employer/Organization], I successfully [briefly mention one or two relevant achievements, projects or responsibilities]. My experience has equipped me with strong skills in [list key skills relevant to the job description], and I am adept at [mention any special competencies or traits].

I am particularly drawn to [Government Agency Name] due to its reputation for [mention a positive aspect about the agency or its mission], and I am eager to contribute to its ongoing success. I am confident that my skills and dedication would be a valuable addition to your team.

Enclosed with this letter is my résumé, which provides additional information regarding my education and experience. I welcome the opportunity to discuss how my background, skills, and certifications align with the goals of [Government Agency Name]. Please feel free to contact me at your earliest convenience to schedule an interview.

Thank you for considering my application. I look forward to the possibility of contributing to your organization.

Sincerely,
[Your Name]

Enclosure: Résumé