

# Formal Cover Letter Sample for Job Application in Government

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

[Recipient Name]  
[Title]  
[Department/Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my sincere interest in the **[Job Title]** position as advertised on **[where you found the job posting]**. With a background in **[your field or area of expertise]** and a strong commitment to serving the public, I am confident in my ability to contribute effectively to **[Department/Agency Name]** and support its mission.

In my previous role as **[Previous Job Title]** at **[Previous Organization]**, I gained extensive experience in **[mention relevant skills or responsibilities]**. My work required strong attention to detail, effective communication, and the ability to collaborate with diverse teams. Notably, I **[describe a significant achievement or responsibility that relates to the target position]**, which demonstrates my ability to excel in challenging and dynamic environments.

I am particularly drawn to this position at **[Department/Agency Name]** because of its dedication to **[mention key values or initiatives of the government agency]**. I share the agency's commitment to **[describe shared values such as integrity, transparency, public service, etc.]**, and I am eager to contribute my expertise in support of these goals.

Enclosed is my resume, which provides further detail about my qualifications and accomplishments. I would appreciate the opportunity to discuss how my background and skills can be of value to **[Department/Agency Name]**. Please feel free to contact me via email or phone to arrange an interview at your earliest convenience.

Thank you very much for considering my application. I look forward to the possibility of contributing to **[Department/Agency Name]** and serving the public through this important role.

Sincerely,  
[Your Name]