

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]