

Federal Cover Letter Template

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Agency/Department Name]

[Office/Division, if applicable]

[Agency Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name or "Hiring Committee"]:

I am writing to express my interest in the [Position Title] (Announcement Number: [#####]) position at [Agency/Department Name] as advertised on USAJOBS. With my background in [your professional field or relevant area], coupled with my dedication to public service, I believe I am a strong candidate to contribute effectively to your team and mission.

As detailed in my federal resume, I possess [number] years of experience in [describe your field or area relevant to the job-e.g., administrative support, policy analysis, project management]. In my previous role at [Previous Employer or Federal Agency], I successfully [highlight 1-2 key accomplishments or responsibilities that align with the job requirements]. My expertise includes [list 2-3 key skills or competencies specified in the job announcement].

I am particularly drawn to [Agency/Department Name] because of its commitment to [mention agency's core mission/value or a specific initiative]. I am confident that my experience in [related skills/fields] and my commitment to excellence will enable me to make immediate and meaningful contributions to your agency.

Thank you for considering my application. I am enthusiastic about the opportunity to discuss how my skills and background align with the needs of your team. I look forward to the possibility of an interview, and I am happy to provide any additional information upon request.

Sincerely,

[Your Name]

Note: Tailor the content in brackets to match your details and the position you are applying for. Always review the job announcement to address all listed requirements.