# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager’s Name],

I am writing to express my genuine interest in the [specific position, e.g., "Policy Analyst"] position at [Government Department/Agency] as advertised on [where you found the job posting, e.g., "your department's careers page"]. Armed with a [Your Degree] in [Your Major] from [Your University] and comprehensive experience in [relevant experience], I am eager to contribute my expertise to your esteemed team and drive [Government Department/Agency]'s objectives forward.

Throughout my career in the government sector, I have garnered extensive skills and knowledge in [specific skills and areas of expertise, e.g., "policy analysis, regulatory compliance, and stakeholder engagement"]. In my previous role as a [Your Previous Job Title] at [Your Previous Workplace], I [briefly describe a relevant accomplishment or responsibility, e.g., "led a team in developing and implementing pivotal public policies that positively impacted the community and enhanced inter-departmental cooperation"].

What excites me about the opportunity at [Government Department/Agency] is [something admirable about the department/agency or related to the job posting, e.g., "its innovative approach to policy development and its unwavering commitment to serving the public"]. I am particularly drawn to [a specific project, initiative, or aspect of the department/agency], and I am enthusiastic about the prospect of contributing to such meaningful work.

Warm regards,

[Your Name]