[FIRST LAST NAME]

[City, State] | [Phone] | [your.name@example.com] | [linkedin.com/in/yourname]

[Month Day, Year]

[Hiring Manager's Name]
[Title]
[Organization]
[City, State]

Dear [Hiring Manager's Name]:

I am writing to apply for the [Job Title] position at [Organization], which I found through [where you found the posting]. In [number] years of [plain-language description of your service], I have [one strength that answers the posting's most important need], and I would bring that experience to your team.

As [plain-language description of a recent role], I [first result that matches a key requirement, with a number]. I also [second result that matches another requirement, with a number]. [Optional: one more result, or a short example of how you solved a problem the employer also faces.]

[One or two sentences on what draws you to this organization, based on your research into its work, customers, or values.] My public service taught me [a strength relevant to this role], and I would bring the same [quality] to [Organization]'s work on [area of work].

Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute to [team or goal]. I can be reached at [phone] or [email address].

Sincerely,

[First Last Name]