

[Your Full Name]  
[Address, City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]  
[Title, e.g., HR Director]  
[Department or Agency Name]  
[Agency Address]  
[City, State, Zip Code]

**RE: [Job Title] - [Vacancy Announcement Number]**

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally express my interest in the [Job Title] position with [Agency Name], as advertised on [Where you found the job post]. With a background in [Number] years of human resources management and a deep understanding of [Specific Federal/State/Local] personnel regulations, I am confident in my ability to support your agency's mission and workforce objectives.

Throughout my career, I have developed expertise in [Area 1: e.g., Federal Classification and Job Grading], [Area 2: e.g., Employee and Labor Relations], and [Area 3: e.g., Strategic Talent Acquisition]. In my previous role at [Previous Organization], I successfully [Briefly mention a specific achievement involving policy compliance or HR systems]. I am well-versed in navigating [Specific Systems: e.g., USA Staffing, HRIS, or OPM standards] and ensuring all personnel actions remain in strict adherence to [Relevant Laws: e.g., Title 5 of the U.S. Code].

I am particularly drawn to [Agency Name] because of its commitment to [Specific Agency Goal or Value]. My ability to manage complex case files, interpret intricate labor laws, and provide high-level consultation to management makes me a strong fit for your human capital team.

Attached is my resume and supporting documentation for your review. I look forward to the possibility of discussing how my technical skills and dedication to public service can contribute to the continued success of [Agency Name].

Sincerely,

[Your Signature (if sending by mail)]  
[Your Typed Name]