**Full Name**

[… contact information …]

CURRENT\_DATE

HR\_MNG\_FULL\_NAME

Human Resources Manager

EMPLOYER\_NAME

EMPLOYER\_ADDRESS\_1

EMPLOYER\_ADDRESS\_2

EMPLOYER\_PHONE

EMPLOYER\_EMAIL

Dear Hiring Manager:

I am very interested in being considered for the JOB\_TITLE **(announcement/control numbers 20-12 570002800)** opportunity with the EMPLOYER\_NAME.

[… personalized message for hiring manager …]

I am really looking forward to hearing from you soon. If you have any questions, please feel free to reach out to me at any time at 000-000-0000 or via email at [email@email.com](mailto:email@email.com) . Thank you so much for your time and consideration!

Kind Regards,

Full Name