

Government Position Application Letter

Dear Selection Committee,

Subject: Application for [Position Title] - Reference Number [if applicable]

I am writing to formally apply for the position of [Position Title] with [Government Department/Agency]. As a recent graduate with a [Degree] in [Field] from [University], I am eager to begin my career in public service and contribute to the important work of [Department/Agency]. My academic preparation has equipped me with a strong understanding of [relevant subjects/areas]. I have maintained a GPA of [GPA] and have been recognized for [academic achievements]. My coursework in [specific courses] directly relates to the responsibilities outlined in the job description. I am particularly motivated by the opportunity to serve the public and make a meaningful difference in [relevant area of public service]. My volunteer experience with [organization] has reinforced my commitment to public service and community engagement.

I understand the importance of integrity, accountability, and professionalism in government service. I am prepared to undergo any necessary background checks and security clearances as required for this position.

Enclosed please find my completed application form, resume, academic transcripts, and letters of recommendation as requested in the job posting. I would welcome the opportunity to discuss my qualifications in an interview.

Thank you for your consideration of my application. I look forward to the possibility of contributing to [Department/Agency]'s mission.

Respectfully submitted,

[Your Name]

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