**YOUR NAME HERE**

123 Main St Anytown, XY 00000 | (123) 456-7890 | yourgmailherewithprofessionalhandle

[DATE]

County Manager Search

Board of Commissioner’s Office Generic County

123 Main St

Anytown, XX 00000

Dear [NAME OF RECIPIENT]:

I am writing regarding the [LOCAL GOVERNMENT POSION] position for [CITY/COUNTY]. My resume and references are attached which summarize the applicable skills and experience that are ideally suited for this opportunity.

I am a [RANK] in the [BRANCH OF SERVICE] and will soon be completing nearly [X] years of service to our country. My professional background as a [CURRENT POSITION] features a broad base of experience in diverse areas including [LIST SKILLS HERE].

Furthermore, as a [EARLY/MID CAREER VETERAN OR CAREER OFFICER], I have been fortunate to gain extensive experience in [LIST EXPERIENCE RELATING TO POSITION HERE]. These experiences are underpinned by the highest standards of ethical behavior, integrity, and accountability the public demands of its military professionals.

I am confident the dynamic leadership and communication skills gained in my [BRANCH OF SERVICE] career will help me work with the [POSITION TEAM] to strengthen the [COMMUNITY/COMMUNITIES] of [CITY/ COUNTY].

I look forward to discussing my qualifications in greater detail with you. Thank you for your consideration.

Sincerely,

[YOUR NAME HERE]