

# COVER LETTER TEMPLATE

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Your Email Address]  
[Your Phone Number]  
[Date]

Hiring Manager  
Human Resources Department  
City of Phoenix  
200 W Washington St  
Phoenix, AZ 85003

Dear Hiring Manager,

Introduction:  
[A few sentences about why you are interested in the position]

About you:  
[1-2 paragraphs about how your background/experience relates to the specific position qualifications/responsibilities]

Closing statement:  
[Reiterate your interest in the company/position]

Sincerely,  
[Your Name]

## Tips to customize:

- Tailor the specific department or position (e.g., Administrative Assistant, Public Relations Assistant).
- Mention any relevant volunteer work, internships, or experiences that demonstrate applicable skills.
- Highlight your enthusiasm for working with the City of Phoenix and how your values align with their mission.

# SAMPLE COVER LETTER

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Your Email Address]  
[Your Phone Number]  
[Date]

Hiring Manager  
Human Resources Department  
City of Phoenix  
200 W Washington St  
Phoenix, AZ 85003

Dear Hiring Manager,

I am writing to express my interest in the [Position Title] position with the City of Phoenix, as advertised on [where you found the job posting]. I am excited about the opportunity to contribute to the city's mission of serving its diverse community, and I believe my background in [relevant skills or experiences] and my passion for public service make me a strong candidate for this role.

I recently graduated with a [Degree or Diploma] in [Field of Study] from [Your School], where I developed a strong foundation in [mention key relevant skills]. Through my coursework and internships, I have gained hands-on experience in [mention skills relevant to the position, e.g., customer service, data entry, public outreach, administrative support]. I am particularly drawn to this position because of the City of Phoenix's commitment to fostering a collaborative work environment and making a positive impact on the community.

Additionally, my strong communication skills, attention to detail, and ability to quickly adapt to new environments will allow me to effectively contribute to the [Department Name] team. I am eager to learn, grow, and take on challenges that will help further the City of Phoenix's objectives. I am confident that my enthusiasm, reliability, and strong work ethic will enable me to succeed in this role and positively contribute to your department's goals.

I would welcome the opportunity to discuss how my background and skills align with the needs of your team. I have attached my resume for your review and would be grateful for the chance to speak with you in more detail about this position. Thank you for considering my application. I look forward to the opportunity to contribute to the City of Phoenix.

Sincerely,  
[Your Name]