LI ZHANG

DETROIT, MI 48214
(555)555-5555 | LI.ZHANG@MONSTER.COM

DATE
Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Federal Analyst position at Federal Agency XYZ. As a recent graduate with a Bachelor of Arts in Political Science and three years of experience as a Research Assistant, I am excited about the opportunity to contribute to an agency dedicated to enhancing federal operations and public service.

Throughout my academic journey and professional experience, I have honed my analytical thinking and detail-oriented approach, which I believe align with the core values of integrity and transparency at your agency. My background in political science has equipped me with strong research skills, enabling me to conduct thorough data analysis that informs policy development effectively. In my previous role, I collaborated closely with team members on various projects that required clear communication and strategic insights—skills essential for supporting cross-functional initiatives at Federal Agency XYZ.

I am particularly drawn to this role because it offers the chance to engage in meaningful work that impacts communities nationwide. Staying abreast of industry trends is something I prioritize; it not only enhances my understanding but also ensures alignment with current legislative developments crucial for informed decision-making.

Being proactive by nature allows me to identify challenges early on while working collaboratively towards innovative solutions. My commitment to public service drives my desire to contribute positively through rigorous analysis and effective program evaluation.

Thank you for considering my application. I look forward to the possibility of discussing how my skills can support Federal Agency XYZ's mission while contributing value through detailed analysis and collaborative efforts.

Sincerely,
Li Zhang