

## Noncompetitive Eligibility Sample Cover Letter

Department of Health and Human Services  
Division of Personnel Operations  
123 Downtown Street, S.W.  
Washington, D.C. 20201

Re: Grant Analyst Position, GS-7  
Vacancy Announcement EX-03-03  
Noncompetitive Eligibility

Dear Selecting Official/Panel:

I am very interested in the above-captioned Grant Analyst position. *[In two to three paragraphs and less than one page, state reasons why you are interested in and qualify for the position. This letter should cover your interest and purpose, highlight your enclosed resume by stressing what you can do for the employing agency, and request an interview while providing your best contact information.]*

As a recently returned United States Peace Corps Volunteer, I request that I be placed on your agency's "noncompetitive" certificate of eligibles upon the finding that I meet the qualifications for the position. Per federal employment regulations, **I am eligible for noncompetitive appointment** because I am a returned Peace Corps Volunteer and meet the requirement under 5 C.F.R. 315.605. If you have any questions about my noncompetitive eligibility status, you can review information related to this special appointment authority at U.S. Office of Personnel Management's website at <http://www.opm.gov/employ/html/sroa2.asp> and go to the "Miscellaneous Authorities Regulated" section.

Sincerely,

*[Your name]*  
Returned Peace Corps Volunteer