Firefighter cover letter template

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November 8, 2017

Ms. Katherine Long  
HR Director  
City of Somecity  
55 Main St.  
Somecity, TX 55555

Dear Ms. Long:

As a Texas-certified firefighter backed by EMT and First Responder certifications, I offer the precise qualifications you are seeking for your firefighter opening. My background includes in-depth knowledge of firefighting, fire-suppression and fire-prevention techniques and procedures; a solid foundation in hydraulics principles; and skills in emergency medicine and HAZMAT handling.

The enclosed résumé provides details of my training, skills and achievements relative to firefighting, so I’d like to use this cover letter to tell you a bit more about my personal story.

I’ve wanted to be a firefighter for as long as I can remember, and that dream became a reality three years ago when I joined Fire Station #4 in Sometown, TX, after earning my Associate of Fire Science degree. I am the latest in a long line of Blackwells to become a professional firefighter¾my grandfather, father and older sister preceded me in what we refer to as “the family business.”

Six months ago my wife’s father was diagnosed with Alzheimer’s disease, so we relocated to Somecity to assist with his care. I had hoped to join Somecity’s fire department, but shortly after our relocation the mayor announced the hiring freeze due to budget cutbacks.

Realizing it was time for “Plan B,” I was hired as an EMT for a private ambulance company, and have been serving in that role for the past five months. My work for ABC Emergency Services has allowed me to continue practicing my first-responder and lifesaving skills, and it has given me intimate familiarity with the street systems and physical layout of Somecity. I’ve also kept up with the same fitness regimen I maintained while serving as a firefighter, which includes CrossFit® workouts.

You can imagine my surprise and excitement when I found the Somecity firefighter job announcement on Monster. I understand competition for this position will be fierce, but can assure you that if selected, I would give my all to serving my fire chief, fire captain, fellow crew and community with excellence.

I appreciate your time and look forward to your response.

Sincerely,

Jordan Blackwell  
Enclosure: Résumé

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