**LETTER TEMPLATE**

**FIREFIGHTER COVER LETTER**

**[Hiring Manager’s Name]**

**[Fire Department Name]**

Dear **[Mr./Mrs./Ms.] [Hiring Manager’s Surname],**

My proudest moment in life was when I realized my childhood dream and graduated from the Firefighter Training Academy back in 20XX. With a lifelong passion for the profession and over 15 years of experience, I’m excited to apply for the firefighter position at **[Fire Department Name].**

I’m currently a firefighter and EMT at City Fire and Medical Services in Eugene, Portland. During my service, I’ve exhibited courage, resilience, and quick-thinking, evident by earning a “Silver Grade” award for an act of bravery during a local factory fire.

Over an extensive career, I’ve delivered outstanding service, best demonstrated by the following accomplishments:

* Responded to an average of 150 fires, medical emergencies, and life-threatening situations annually
* Saved more than 700 people from certain death, serious burns, and severe injuries
* Awarded Firefighter of the Year in 20XX, 20XX, and 20XX

I’m also proactive in finding opportunities to share my knowledge and experience with others. For instance, I’ve had the pleasure of training numerous volunteer firefighters on strategic thinking, fire control, and emergency response.

Joining the brave men and women at [Fire Department Name] is an exciting prospect. I’d love the opportunity to meet you in person for an interview. I can be reached by phone at 123 435-7896 or via email at IsabellaP@gmail.com.

Thank you for considering my application.

Sincerely,

**[Your Name]**