**Tom Owens**

🕿 555-444-3333 🖂 [Email Address]

[Street Address] New York, NY 55900

**Today’s date**

Mr. Ray Dunn, Fire Chief of Department

Hoge City Fire Department

Address, City, State, zip

Re: Certified Firefighter

Dear [Contact name],

Regarding your city’s recent job post for a certified firefighter, I’d like to offer my candidacy.

As listed in the job requirements, I have firefighting experience (ten years’ worth), am physically strong and in top condition, have an EMT license, and am a real team worker. In addition, I function well under stress and am familiar with your city’s streets and short cuts for use in emergencies.

I attach my resume to this cover letter with more details concerning first aid refresher courses.

In the decade of putting out fires and rescuing people from burning buildings, I’ve been one of the first responders on site and had occasion to use a variety of equipment for battling fires.

I’ve provided first aid for many adults, children, and elderly, and was honored by the mayor for my role in saving his family from an arson attack four years ago (remind me to tell you that story when I come in for an interview – unbelievable).

I continue to learn new techniques for fighting fires and conduct fire drills and safety lessons in schools and senior citizens’ nursing homes.   
Our unit is welcomed at fire inspections during and after construction at local stores, office buildings, and residential homes, and I’m proud to do my part in making the world a safer, happier place.

I’d like to meet you in person to hear more about your city’s needs and to see how I can be of service.

Respectfully,

**Tom Owens**

**Enclosure: Resume**