

SAMPLE COVER LETTER

October 9, 2007

City of _____
Human Resources
1234 Smith Avenue
Cheyenne, WY 82001

Re: Position Applying For
 Department Position is Located In

I am writing in response to the job vacancy announcement for the _____ position with the _____. Having just returned from Iraq, I am anxious to get back into the mix of everyday life and am especially interested in maintaining the force protection lifestyle. As a soldier who served in Tikrit, Iraq, I have been stress-tested and possess the ability to maintain a calm demeanor when dealing with challenging, emergency situations. As you will notice from my resume, I have extensive experience with patrol and security knowledge. I am an effective communicator with experience dealing with many different types of people from Iraqi locals to American soldiers and civilians.

This position looks interesting and challenging, and I am anxious to learn more about it. I'm not a stranger to hard work as you will notice in my resume. I learn quickly and easily and am dedicated to doing a good job. I believe that I can be a real asset to the _____. I can be contacted at (xxx) xxx-xxxx to arrange a convenient time to further discuss this position and my qualifications. Thank you in advance for your time and I look forward to hearing from you soon.

Sincerely,

Enclosure