## FIREFIGHTER COVER LETTER

June 11, 20XX

Dear Chief Whitmer,

My name is Harry Ninja, and I am submitting my application for the position of Engineer at the Lake County fire department. I am a certified firefighter with 1200 hours of Fire Academy training. In addition to this, I served in the United States Coast Guard as a fire specialist, and search and rescue expert.

In my current position, my key duties include:

* Responding to emergency calls
* Inspecting firehouse equipment
* Testing fire hydrants
* Responding to fire alarms
* Animal rescue
* Boat safety enforcement, Fire safety education
* Operating pumps, ladders, Halligan bars, and fire axes
* Jaw of life certified

I also take on several administrative tasks including completing incident reports, acting as my current Engine’s media liaison, and ensuring that firefighter trainees follow all applicable rules and regulations.

I’ve recently enrolled at the University of South Florida to pursue a degree in Public Administration with a Minor in Service and Leadership. It is my hope to continue to develop my leadership in preparation for opportunities to advance in the Lake County fire department.

It is my understanding that I will be qualifying under the new physical fitness guidelines. Please be assured that I consider physical readiness to be an important part of my job. I train regularly and have received the required medical clearance to move forward with this application.

Regards,