

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Career Change Firefighter

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Firefighter position at Acme Corporation, as advertised on your company website. With a strong commitment to community service and a background in emergency response, I am eager to bring my skills and passion to your team and contribute to the safety and well-being of our community.

In my previous role as an Emergency Medical Technician (EMT), I successfully responded to over 500 emergency calls, demonstrating my ability to remain calm and effective under pressure. My experience in providing critical first aid and trauma care, combined with my strong communication skills, has equipped me with the ability to work collaboratively with diverse teams and engage with individuals in high-stress situations. Additionally, I led a community outreach program that educated over 300 local residents on fire safety and emergency preparedness, showcasing my initiative and dedication to proactive safety measures.

I am particularly drawn to the values and mission of Acme Corporation, and I believe my background in emergency services aligns well with the expectations for this role. I am eager to bring my skills in crisis management, teamwork, and public education to your team, ensuring that I contribute positively to the safety and effectiveness of your firefighting efforts. I am confident that my unique perspective as a career changer will allow me to bring fresh ideas and enthusiasm to the position.

I would welcome the opportunity to discuss how my experience and commitment to public safety can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Alexander Smith