

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level 911 Dispatcher

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level 911 Dispatcher position at Acme Corporation, which I discovered on your careers page. With a passion for public safety and a strong commitment to helping others, I am excited about the opportunity to contribute to your team and support the community through effective emergency response coordination.

During my time volunteering with the local fire department, I developed excellent communication and multitasking skills while assisting with community outreach programs. This experience taught me the importance of clear and concise information relay, especially during high-stress situations. Additionally, I completed a certification in Emergency Management, where I learned the fundamentals of crisis communication and incident command, which I believe are vital for a 911 Dispatcher. Furthermore, my internship at the city's emergency management office allowed me to shadow experienced dispatchers, giving me first-hand insight into the demands and responsibilities of the role, including the use of dispatch software and managing emergency calls.

I am eager to bring my skills and dedication to Acme Corporation and further discuss how I can contribute to your team. Thank you for considering my application; I look forward to the possibility of discussing my candidacy in more detail.

Sincerely,

Jordan Taylor