

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Emt

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level EMT position at Acme Corporation, as advertised on your careers page. With a strong commitment to providing high-quality emergency medical care and a recent certification as an EMT, I am eager to contribute my skills to your team and support the health and safety of our community.

During my training at City College, I completed over 120 hours of clinical experience, where I gained hands-on skills in assessing patient conditions and providing emergency care under pressure. Notably, I was part of a team that successfully stabilized a patient who had suffered a serious injury, coordinating efforts with paramedics and hospital staff to ensure a smooth transition. This experience reinforced my ability to work collaboratively in high-stress situations and highlighted the importance of clear communication in emergency care settings.

In addition to my clinical experience, I volunteered with the local community center's health outreach program, where I educated families on first aid practices and emergency preparedness. This role allowed me to develop strong interpersonal skills and a deeper understanding of the community's healthcare needs. I believe that my proactive approach and ability to connect with individuals will serve me well in the dynamic environment at Acme Corporation.

I am excited about the possibility of discussing how my background, skills, and enthusiasm for emergency medical services align with the needs of your team. Thank you for considering my application; I look forward to the opportunity to further discuss how I can contribute to the exceptional work being done at Acme Corporation.

Sincerely,

Jordan Smith