

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Firefighter

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Firefighter position at Acme Corporation, as advertised on your company's careers page. With a strong commitment to public service and a passion for firefighting, I am eager to contribute to your team and uphold the values of safety and community service that Acme Corporation represents.

During my training at the Fire Academy, I completed over 200 hours of hands-on experience in fire suppression and emergency response. I was part of a team that successfully executed a live burn exercise, which not only tested our technical skills but also enhanced our teamwork and communication abilities under pressure. Moreover, I volunteered as a firefighter with the local community fire department, where I assisted in various community outreach programs focused on fire prevention and safety education, effectively reaching over 500 residents in our area.

I am particularly drawn to this position at Acme Corporation because of your dedication to innovative firefighting techniques and community engagement. I believe my proactive approach and dedication to continuous learning will allow me to contribute positively to your team. I am excited about the possibility of discussing how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor