

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Paramedic

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Entry Level Paramedic position at Acme Corporation, as advertised on your company's careers page. With a strong passion for emergency medical services and a commitment to providing high-quality patient care, I am excited about the opportunity to contribute to your team and support the community during critical moments.

During my training at the City College Paramedic Program, I completed over 600 hours of clinical rotations, where I gained hands-on experience in various emergency situations. One notable achievement was my involvement in a community health event where I provided free health screenings and first aid demonstrations. This event not only enhanced my practical skills but also reinforced my dedication to preventive care and community outreach, aligning perfectly with Acme Corporation's values.

Additionally, I earned the 'Outstanding Student Award' for my performance in advanced life support simulations, which required quick thinking and effective teamwork under pressure. My ability to assess patient needs swiftly and implement appropriate interventions was recognized by my instructors, and I believe this skill will be invaluable in a fast-paced environment like yours. I also hold certifications in CPR and Advanced Cardiac Life Support, further preparing me for the demands of this position.

I am eager to bring my skills and enthusiasm for emergency medical services to Acme Corporation. I would welcome the opportunity to discuss my application in further detail and explore how I can contribute to your team. Thank you for considering my application, and I hope to speak with you soon.

Sincerely,

Jordan Smith