

# Meera Patel

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

## Hector Santos

Philadelphia Fire Department

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Santos,

As a firefighter with over eight years of professional experience, I've led numerous teams of first responders during a variety of emergency incidents. While serving as a firefighter for the Chester Fire Department, I coordinated response efforts for natural disasters, house fires, and hazardous materials incidents. I'm confident my experience as a first responder would be a valuable asset to your organization.

The Philadelphia Fire Department has a prestigious reputation for its high response times to emergency situations, which draws me to apply for this position. I believe I can help to further improve emergency response efforts for your organization based on my past achievements:

- Responded to emergency fire and hazardous materials incidents and utilized fog, direct attack, and two-line attack techniques to suppress fires based on weather and wind conditions
- Deliver comprehensive training to 25 firefighters on building safety protocols, firefighting techniques, and emergency response protocols
- Perform inspections, repairs, and maintenance on fire department equipment and vehicles, including ambulances, fire trucks, and ladder trucks

I hope to speak with you further regarding how my firefighter experience would be an asset to your team. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Meera Patel