

# John Bergsen

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456 My Street, San Diego, CA 76543

## Caleb Morris

Brooklyn Fire Department

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Mr. Morris

As a firefighter with over 10 years of experience as a first responder, I've built, managed, and developed high-performance firehouses. During my time with the Queens Fire Department, I drove initiatives to enhance training, staffing, and communication protocols, which improved average response times by 10%. I believe that I can achieve similar success with your organization in the firefighter position.

The Brooklyn Fire Department has a reputation for excellence that strongly aligns with my professional background. As a firefighter, I am passionate about identifying new processes to improve firehouse operations and save lives. I believe I can provide valuable contributions to your department based on the following achievements from my career:

- Improved firehouse operations, staffing levels, and communication protocols to increase response times to emergency fires and hazardous incidents by 10%
- Managed, recruited, and built teams of over 30 firefighters, delivered training on safety procedures, and provided coaching and mentorship to improve performance
- Identified appropriate fire suppression techniques and maintained compliance with safety protocols to ensure the safe retrieval of civilians and firefighting teams

I would like to schedule an interview with you to provide more insights into how my leadership experience can help your organization improve response times to emergency incidents. Feel free to contact me via phone or email at your earliest convenience. Thank you for your time and consideration.

Sincerely,

John Bergsen