**Firefighter Cover Letter Sample 1**

**Harold Allen**  
447 High Street, Ann Arbor, Michigan, 80001  
*hallen@email.com*  
756-896-2221

**Mr. Scott Hayden**  
**Ann Arbor Community Fire Department**  
77 Claridon Way, Ann Arbor, Michigan, 80001

Dear Mr. Hayden,

According to the city of Ann Arbor's website, you are looking for an experienced firefighter, and I believe I am a qualified candidate. I have over 15 years of firefighter experience, including the past five years in a supervisory position. Following high school graduation, I immediately earned an associate degree in fire science from Tanner Community College in Lansing, Michigan. While working on my associate's degree, I volunteered for my local fire department in Lansing. I also hold a state firefighter certification, and am a Nationally Certified First Responder.

In my current position at Dearborn Community Fire Department, I work both as a supervisor and as part of the team. As a supervisor, I help train new firefighters for our department. I'm also responsible for evaluating their performance for annual reviews. My position as part of the team of firefighters requires me to regularly assess the conditions present at every fire, in order to determine the best way to contain the fire and prevent loss of life.

My current position has awarded me with several accomplishments, particularly when it comes to educating the public in fire safety. I am especially passionate about this aspect of my duties, and I have organized and implemented all of the school fire education programs in our county. Additionally, I have organized the Dearborn Town Drill, a day in which the city was invited to come to the fire house and discuss how to better prevent fires within their home, and how to plan their fire escape routes.

As a firefighter, I am skilled in structural, chemical, and vehicle fires. Additional firefighter skills that I have developed include dispatch operations and handling of mass casualty events. As a Nationally Certified First Responder, I am trained in airway management and patient assessment. Many other medical emergencies were included in my first responder training, including circulation, childbirth, and the proper reporting procedures to emergency medical technicians.

As someone who is certified both as a firefighter and as a National First Responder, I believe that my skill sets will be a tremendous benefit to your department. I thank you for considering me for the position. My resume is attached, and goes into further detail about my qualifications. You can contact me both by phone and by email, if you wish to set up an interview to discuss the job in greater detail.

Sincerely,  
Harold Allen