

Military Cover Letter Sample 1

Rick Tripman

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Mrs. Sarah Alvarez

Army Placement Recruiter

United States Army

565 E. Broad Street, Fullson, Pennsylvania 20294

Dear Mrs. Alvarez,

I noticed the job listing for data entry in the Townville Army base, and I wanted to apply immediately. My previous service and current pursuit of education make me an ideal candidate for the position. I have shown the organization required to excel in this position, and I look forward to an opportunity to continue my service to the United States of America.

At this moment, I am studying business administration at the University of Southwestern Pennsylvania Townville. I am also working full time as a bartender at John's Bar and Grill. As my enclosed resume shows, I am still an active member of the United States Army reserves. Above all, my current endeavors have helped me grow into the type of professional who can quickly adapt to new environments and maintain many different orders when the situation takes a turn for the hectic.

I would have a hard time describing all of the best moments I've had at John's Bar and Grill, but my proudest achievement has been the number of regular customers I've had the pleasure of getting to know. I feel like a big part of the restaurant's community, and I believe I offer that characteristic to any workplace I could potentially become a part of. Should I earn the data entry position in the Townville Army base, I know I could grow into a valued member of the team.

In addition to my current job and pursuit of education, I have cherished my time of active service above everything else. From boot camp to my time operating on small engines in North Dakota, I have the Army to thank for molding me into the man I am today. It would be a great honor to continue my service and realize what my military future has in store.

Without question, I know I am an ideal candidate for the data entry position at the Townville Army base. My previous Army experience, as well as my pursuit towards education and success in a social field like bartending, propel me to the front of the pack in terms of potential value to add to the Army base. I'm ready to reinstate my service with the United States Army and continue serving my country to the best of my ability. Thank you for your time, and I hope to meet with you soon for an interview.

Sincerely,
Rick Tripman