

Military Cover Letter Sample 2

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July 5, 2018

Mr. Henry Golding

Air Force Job Recruiter

United States Air Force

228 Front Street, Crosswinds, Colorado 95586

Dear Mr. Golding,

I noticed the position for Air Force Accountant on the Air Force directory, and I knew I had to apply immediately. I am the ideal candidate for the position, and I attach this cover letter to my resume in order to further explain my qualifications. As a current officer in the United States Air Force, I feel that my particular brand of accountancy is perfect for whatever the job may entail.

I am currently a First Lieutenant in the United States Air Force, and I have served the country through active and reserve service for over 10 years. During my time in the reserves, I acquired a bachelor's degree in accountancy which I am sure will help me excel in this Air Force accountant position. My current responsibilities include overseeing the day-to-day operations on the Air Force base in San Rodrigo, New Mexico, and seeing that orders by higher officers are followed.

Though it's obvious by my status in the Air Force, I consider my greatest achievement to be my successful graduation from Officer Candidacy School. The classroom portion of officer candidacy is intense, but nowhere near the intensity of the 18-day training mission that candidates must complete before graduation. I am happy to report, however, that I passed that mission with scores that are significantly higher than average.

Despite my proven record of success in the military, at school, and at jobs I've held in the past, I am also a family-oriented person and cherish the time I get to spend with my husband and children. This opportunity would afford my husband and I a better location to settle in and create a stable home life for our two and five-year-old son and daughter. My family-centric nature is also a clear part of my work ethic, and I come to treat coworkers as family once we've gained each other's trust.

I am an ideal candidate for the accounting position with the United States Air Force, and my overall resume points to the success I could have in the position. Most importantly, the soft skills that can't be listed on a resume will help me do my part to create the best work environment for

the others at the base. Thank you for your consideration, and I hope to hear from you soon to arrange an interview.

Sincerely,
Sarah Smith