**Robert Smith**

**Army Officer**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Having come across the opening for Army Officer in our country, I hastened to write this letter and submit my resume for your consideration. A career in the Army has always been my dream ever since I was a child. I grew up in an environment watching the Army and Military soldiers shed their strength and power to protect our nation, and this feeling was further strengthened when I witnessed the Training session at \*\*\* which is in my immediate vicinity. The Pride and the status that these officers get are noteworthy and I want to be a part of this team. I am now ready to take up this profession, and I have a solid background and completed my qualifying examinations to enter this occupation. My background includes being a \*\*\*Officer for more than 4 years with experience in professional patrolling and conflict resolution. I think my professional experience and my strong physical strength are the perfect skill set that is needed by the Army. On this note, I request you to kindly consider my further qualifications which qualify me for this post –

* Equipped with all the personal qualities needed for the officer post that makes me eligible to be a leader, with strong motivation and guidance skills.
* The ability to inspire others, stay strong, and appear calm regardless of the situation.
* Pervious management training gave me the hands-on experience to handle paperwork relating to the role.
* The ability to write reports, record information, and use a variety of computer programs, with excellent problem-solving skills, and the ability to solve and respond quickly in stressful situations.
* Certified Yoga and meditation practitioner.
* Confidence and assuring personality.
* Experience in handling paperwork.
* The ability to develop action plans, and accurately convey the plans to the department.
* Exceptional abilities for tactical planning, concerning the hierarchy of (country name) Military.

My strength lies in my dedication to attain goals tempered by my understanding of what the troops under my command can do. I assure you that I have the capability to bring all these elements and create a successful campaign apart from eliminating casualties. Furthermore, I have completed officer school requirements and received sufficient training that is needed to qualify for this position. My ability to respond quickly in stressful situations, along with my physical stamina makes me ready to fill this role. Kindly have a look at my resume detailing my training, skills, and experience. I am available for a call on all days and you can reach me by calling (). I look forward to meeting with you in person. Thank you for your time and consideration.

Sincerely,

[Your Name]