

**Robert Smith**

**Military Officers**

[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 Military Officers in our country, I hastened to write this letter and submit my enclosed resume. A career in the Military Office has always been my dream ever since I was a child. I know that being a soldier is a challenging career and I have known for some time that joining the military was for me, and now I want to use this opportunity. I am ready to take up this profession, as I am hardworking and self-motivated. Not just that, I am also well-positioned to accomplish any goals, and the credit goes to my great physical strength and mental agility that makes me eligible and qualify for basic combat training. My background includes being a law enforcement officer with more than 3 years of experience in conflict resolution, and professional patrol. I think my professional experience and my physical background are a perfect skill set that is presently needed by the Department. On this note, I request you to kindly consider my further qualifications –

* Demonstrating unparalleled commitment and dedication to providing security management, developing and implementing protection and security policies and procedures.
* The ability to be a leader, whom others respect and look up for guidance.
* Strong motivational skills to push and inspire others to do their best even when things are challenging or difficult.
* A strong and composed attitude regardless of how tough the situation is.
* Confidence and assuring personality.
* Experience in handling paperwork relating to the industry.
* Certified yoga and meditation practitioner.

Apart from having previous management training, I am skillful in writing reports, and recording information and fluent in a variety of computer programs. I am equipped with problem-solving skills, and it is eminent that this skill of mine would be useful to work in this type of environment. Furthermore, I have completed officer school 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]