

# [FULL NAME]

[Street Address] | [City, State, Zip]  
[Phone Number] | [Email Address] | [LinkedIn Profile URL]

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[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name or "Hiring Committee"],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as advertised on [Platform/Referral]. Having recently completed [Number] years of service in the [Branch of Service], I am eager to leverage my background in [Specific Military Specialization] to contribute to your [Specific Department or Team Name] team.

Throughout my military career, I have developed a robust foundation in [Skill 1, e.g., Operations Management], [Skill 2, e.g., Cross-functional Leadership], and [Skill 3, e.g., Strategic Planning]. In my most recent role as [Military Rank/Title], I was responsible for [Brief summary of a major responsibility]. I successfully [Mention a quantifiable achievement, e.g., improved efficiency by 20% or managed assets worth \$1M], demonstrating my ability to deliver results under high-pressure, complex environments-qualities I am confident will translate directly to the corporate objectives of [Company Name].

What draws me specifically to [Company Name] is your commitment to [Company Value or Mission]. I am particularly impressed by your recent [Project/Initiative] and believe my experience in [Relevant Military Area] provides me with a unique perspective to help solve [Specific Industry Challenge]. I am a disciplined, adaptable professional who excels at bridging the gap between technical requirements and organizational leadership.

I would welcome the opportunity to discuss how my transition from the military to the civilian sector has prepared me to add immediate value to your organization. Thank you for your time and for considering my application.

Sincerely,

**[Full Name]**