(David Williams Cover Letter)

**Today’s Date**

**Name of Company**

**Street Address**

**City, State Zip Code**

Dear **(Hiring Manager Name or “Human Resources”)**,

I am ecstatic to hear of your current opening position as a **(Position Name)** with **(Company Name)**. In my current position with the United States Air Force (USAF), I am a dedicated and experienced Military Training Leader, possessing a Secret Security Clearance, specializing in protecting personal information and applying risk management to meet and maintain the high demands of thorough investigations, office management, and legendary customer service optimizing any fast-pace environment. As a potential applicant, I know that I possess the dedication and skills needed to fulfill the **(Position Name)** position in which you are seeking within your company.

With the USAF, I act as the point of contact for the proper operation and management of transitioning non-prior service airmen in the Air Force into the personal adjustment of military life through continued airmen training. A large portion of my work experience has been effectively demonstrating leadership abilities to conduct training and counseling to 1600+ students while motivating them to develop positive attitudes, effective human relations and social skills for improving interpersonal relations Working directly with management, leadership and executives, I have built and maintained lasting relationships with **(types of higher ranking professionals you have worked with ‘even if it was just one project)** resulting in the promotions and added responsibilities to each new position.

Confident in my abilities, I know that I will be an asset and meaningful contribution to the team of professionals within **Name of Company.** With your mission to provide **(Company’s Mission statement)** and my dedication to adhering the best services, I look forward to speaking with you to venture more in depth of my experiences and how I can contribute to your company.

Thank you for your time and consideration.

Sincerely,

David Williams