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| **Name**  Location  phone🟇 email  LinkedIn URL | QR Code Goes Here! |

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| **Title of Position Applying to Goes Here!!** |

MM, DD, YYYY

Dear (List full name of recruiter or hiring authority and their title here),

Delivering excellence has been the hallmark of my career across all aspects of live fire ranges, safety management, and military training. Review of my qualifications will showcase a proud USMC veteran who is highly regarded for delivering superior safety and training support to military organizations. In addition, I am a self-starter with excellent analytical acumen as well as outstanding oral and written communication skills. I am also a proven team player with the ability to work with people at all levels of an organization. I am certain that my motivation, bilingualism/multilingualism, academic experience, range safety expertise and professional demeanor will make me an excellent addition to your team as your Title of Position Here.

Other highlights of my career that exceed expectations of Company Name Here would be:

* Chosen to supervise normal functions of 160 series ranges, including controlling, and monitoring access and daily use for training, maintenance, and administration activities, communication procedures.
* Exceeded all expectations as a Reconnaissance Indoctrination Platoon (RIP) instructor, training and evaluating future Reconnaissance Marines in day and night patrolling, tactics, scout swimmer techniques, land navigation, helo casting, insertion and extraction techniques, as well as small boat operations
* Managed a variety of 160 series range safety inspections with Industrial Hygiene, Base Safety and Fire Marshall.
* Handled operation of multiple computer-generated combat training simulations, including creating scenarios simulating call for fire, close air support (type 1 and type 2), rotary wing support, and more.
* Highly-regarded professional with in-depth understanding of Marine Corps operational doctrine, as well as the content of doctrinal and tactical publications specific to occupational specialties.

In particular, the strong relationships cultivated with clients/customers, team members, upper management, and the community has resulted in the success of numerous projects and a stellar reputation. It would be a pleasure to work at your organization where teamwork, efficiency and superior results come first. My resume will provide additional details concerning my accomplishments. I welcome the opportunity for an interview to discuss the performance you can expect from me.

Thank you in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

***Name***

Enclosure