

**James Brown**

**238 Broadway**

**New York**

**NY**

**United States**

**To**

**The HR Manager**

**XYZ Company**

**354 F 63rd Street**

**New York**

**NY 10022**

**United States**

**Subject- Air force staff sergeant cover letter**

**Dear**

I'm writing to you in connection to the job posting for an Air Force Staff Sergeant that was published on the official website [Job News source]. I've enclosed a resume and a list of my military accomplishments to date. My commanding officer in the [regiment/Department name] suggested I get in touch with you for this prestigious position. In (Airbase/Department), I have been under him for the past [Mention the number]years. I'd like to apply for the mentioned position.

I have over [Mention the number] years of experience working in the [Mention the department name], therefore I know how to set up and coordinate people for a variety of training exercises, combat initiatives, and other military operations. [Explain all of your professional experiences]. I recently received the [Mention the job posting award] from the [cause of achievements]. As my managers would confirm,

throughout the past [Mention the number] years that I have worked for this department, I have been a part of the [Mention the name] and have only experienced success.

I believe I can successfully perform the duties of an Air Force Staff Sergeant because I am a quick learner. [Express your assurance and commitment] I recently reenlisted in the [Mention the name] because I want to increase the amount of service I can provide for my nation by being a part of it. I function effectively as a supervising sergeant because I am incredibly organized, dedicated to my nation, and hardworking.

I would be honored to get the chance to interview with you for this prestigious position. Please see my resume and the materials requested in the notice attached. When it's convenient for you, phone me at[Mention the phone number].

**Sincerely,**

**James Brown**

**[Handwriting signature]**

**[Mention the contact details]**

**[Mention here, if there is any post note to be given]**