

Veteran Cover Letter Example for Federal Job Application

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Agency Name]
[Office or Department]
[Agency Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title/Job Announcement Number] with [Agency Name] as advertised on USAJOBS. As a proud veteran of the United States [Branch of Service], I bring a proven record of leadership, reliability, and dedication to public service. I am eager to leverage my military experience and skill set to contribute to the mission of your agency.

Throughout my [Number] years of service, I have honed abilities in critical thinking, problem-solving, and teamwork while operating in high-pressure environments. My experience includes [briefly describe your relevant duties, e.g., managing logistics operations, leading diverse teams, conducting security operations], where I developed expertise in [list relevant skills, e.g., resource management, strategic planning, crisis response]. My military background has instilled in me a solid work ethic and the flexibility to adapt quickly and effectively to changing circumstances.

As detailed in my resume, I have completed training in [list relevant trainings/certifications], and have consistently been recognized for [mention awards, recognitions, or commendations], reflecting my commitment to excellence and mission accomplishment. My dedication to upholding core values, along with my ability to communicate and collaborate across departments, aligns well with the standards and requirements of federal service.

I am passionate about continuing to serve my country in a civilian capacity and believe my background makes me a strong fit for your team. I am confident that my discipline, leadership, and attention to detail will be valuable assets to [Agency Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my military experience and skills can contribute to the continued success of your agency. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule an interview.

Sincerely,
[Your Name]