

# COVER LETTER EXAMPLE

28 August 2020

## Letter of Introduction:

Greetings,

My name is John Doe and I am currently serving on Active Duty as an Army Intelligence Officer stationed out of Fort Huachuca, AZ. I am currently scheduled to separate from Active Duty on 15 January 2021. I found your internship opportunity on the DOD Skillbridge Website and am very interested in completing my internship with your Company.

Short background on myself. I am a Tucson Native and a University of Arizona graduate with a Bachelors of Science in Public Policy and Administration. Prior to the Army I consistently worked a 40-hour work week as an independent sub-contractor, a bartender, and as the assistant building manager for the Optical Sciences Department at the University of Arizona. During my time at Optical Sciences I was tasked with completing an internal property management audit of the College on top of the day to day tasks of maintaining the facility. I was selected to be the Cadet Battalion Commander for the U of A ROTC program for my achievements both academically and professionally.

I began my Army career as a reserve Military Intelligence Officer and following our Basic Officer Course transitioned into Active Duty in September of 2017. I completed a two-and-a-half year assignment in December of 2019 with the 2<sup>nd</sup> Brigade Combat Team, 25<sup>th</sup> Infantry Division out of Schofield Barracks, Hawaii. During this time I served in roles as a Battalion Intelligence Officer and a Platoon Leader for Human Intelligence (HUMINT) and Signals Intelligence (SIGINT) collectors. I was afforded the opportunity to complete four month tour in the Indo-Pacom region where I served as the Primary Intelligence Officer for multiple Joint-Multinational Operations, the primary Brigade Linguist manager responsible for over 20 linguists, as well as many other additional functions Junior Officers tend to fill while deployed. As a Platoon leader I trained 45 intelligence collectors in two separate disciplines while maintaining multiple collection systems and a fleet of 15 tactical vehicles valued over 30 million dollars. In 2019 the Army released the Military Intelligence Training Strategy as the new program of record for tactical level intelligence certification. My Platoon became the first unit in the Army to execute a full certification of collection teams while in a tactical environment for both HUMINT and SIGINT. All of my six collection teams received a score in the 90<sup>th</sup> percentile, achieving the highest available rating for the new certification process. I am currently serving as the Executive Officer for the Military Intelligence Basic Officers Course where we train and certify over 500 Military Intelligence Lieutenants yearly.

My wife is recent graduate of the U of A College of Mining and has since started a job with a local engineering firm. This is my main reason for separating from the Army, to allow her some stability in her career and to remain close to family, as we were geographically separated the entire time I was serving in Hawaii.

My short-term goal is to pursue a career in project management following my transition from the Army. An ideal position would be one that allows for me to use my experience in the Intelligence Community or my background in construction and facilities management. My long-term goals include achieving my Project Management Professional Certificate and completing a graduate degree in Business Administration.

If I were afforded the opportunity to intern with your company, I could be available to start as soon as 15 September with a completion date of 09 December or 11 January depending on the use of my accrued time off. My goals during the internship would be to gain experience in project management, as well as program management and development. For me a successful internship would be signified by an interview with your company or an industry partner for a full-time position, on top of gaining industry experience and references.

I truly appreciate your time and consideration for an internship position. I have included my resume for review and can provide references upon request. Please feel free to contact me by whatever means is convenient for you with any questions or concerns.

Very Respectfully,

Signature

Name  
Rank  
Branch  
Phone Number  
Email