

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

Hiring Panel

Fire Department of New York City

[FDNY Address]  
[City, State, Zip Code]

Dear Hiring Panel,

I am writing to express my interest in the [specific position title] with the Fire Department of New York City, as advertised on [where you found the job posting]. With my background in [relevant experience or education] and a strong commitment to public service, I believe I would be a valuable addition to your team.

Throughout my career, I have demonstrated my ability to [mention relevant skills or experiences], which I believe align closely with the values and mission of the FDNY. My experience in [specific relevant experience] has equipped me with the skills needed to excel in this role, including [list specific skills].

I am particularly drawn to the FDNY because of its dedication to [mention aspects of FDNY you admire], and I am eager to contribute to this esteemed organization. I am confident that my [qualities/skills] will allow me to serve effectively in this capacity.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the mission of the Fire Department of New York City.

Sincerely,  
[Your Name]