



Sample Letter for Military Transition to Not for Profit Agency

Date

Name, Title
Organization Name
Address
City, State, Zip

Salutation,

I completed fifteen years of service in the military as Warrant Officer, where I was in command of several units and detachments, with a specialty in coaching, training and counseling. During this time, I provided valuable skills, guidance and expertise to commanders and organizations in my charge.

I strongly believe that my technical and personal skills make me an ideal candidate for the human development and training position you recently posted.

I possess a 'can do' attitude and a strong ability to organize, communicate, demonstrate and build exceptionally functional and productive teams. These skills, I believe, translate well to this new position in your organization.

I am sure I will become a productive member of your executive staff, and therefore will call the end of next week so we may meet to discuss my qualifications in more detail.

Thank you for your serious consideration.

Sincerely,

[Name under Signature]