SAMPLE RECRUITMENT LETTER

[date]

[address]

Dear [contact person],

I am a recruiter for the [name] Fire Department. Our Department is hiring for the position of firefighter and I am disseminating information about this opportunity.

Firefighting requires candidates who are team players, self-motivated, physically fit, enjoy working with people, and are determined to succeed at whatever they do. My Fire Department is actively seeking candidates including women and minorities.

Prerequisites for the position of firefighter include the following: [age], [education], [EMT or paramedic license], [residence], [firefighter certifications], [CA Driver’s License], and [other]. I would like to schedule a time to visit your campus [or facility] to discuss this opportunity and distribute literature. If a visit is not possible, please distribute the enclosed brochures and display the posters in an appropriate location.

Firefighting is an exciting and rewarding career. I am sure that many of your students [or clients] would be interested in this career and ultimately find satisfaction as a firefighter, if they are made aware of the opportunity.

Thank you for your time and attention. Please contact me at your earliest availability to discuss potential recruitment efforts. I am available at [phone number or email].

Sincerely,

[name and position]