

# [Job application letter](https://assignbuster.com/job-application-letter/)

[Business](https://assignbuster.com/essay-subjects/business/)

111 North Street Apt #111 Columbus, GA 43333 March 13, Ohio Army National Guard JFHQ-J4-SASMO 2825 West Dublin Granville Road Columbus, OH 43235
Dear Hiring Manager:
In keeping with the American spirit of public service, the position of logistics management specialist for the Ohio Army National Guard will allow me to progress my career aspirations and goals within the organization.
Currently, I am employed as an automated logistical specialist and a supply technician for the Ohio Army National Guard. With eight years of experience as a logistical specialist, I am very well-versed in all aspects of this career including providing technical support, filling out the proper DA forms and also receive shipments and inventories of goods.
With the purpose of the Standard Operating Procedures position centering around the concept of containing internal operational procedures for the Standard Army Management Information Systems, I am striving to infuse my past experience in logistics into this role with the Ohio Army National Guard.
Along with these aspects of the position, I also have the necessary customer service experience to be successful in working with clients. I am also well skilled in the area of computer skills including the programs of Microsoft Operating Systems DOS, OS/2, Linux, Unix, Windows, Macintosh; Mat Lab, Word, Publisher and AutoCad.
In closing, I would like to thank you for reviewing my application. I feel that with my education and work history, I possess the necessary skill set to be successful in this position. I sincerely hope for the opportunity to discuss this position with you in person.
Thank you for your time,
Bryan Adams