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Mr. John Smith  
Big Corporation  
987 Big Company Street  
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23 May 2011

Sir,

I am submitting my resume for your consideration. I am very interested in pursuing future employment opportunities and am eager to present my bona fides for your review.

I am currently a United States Marine Corps Lieutenant Colonel and will be transitioning from active service in the late summer of 2011. During my career I have served primarily as a gunner and terminal attack controller as my specialty, and have led units from the small team to battalion level command in both training and direct combat. As a staff officer I have served at the Battalion, Regiment, Division, and Sub-Unified Command level, and have served as an instructor and trainer for both officers and enlisted personnel alike.

My experience has been with both conventional and Special Operations Forces. As the commanding officer of 1<sup>st</sup> Air Naval Gunfire Liaison Company I was fortunate and honored to lead 1<sup>st</sup> ANGLICO in Helmand Province, Afghanistan, where we worked with Task Force Helmand extensively as well as with over 50 other Joint, Allied, Coalition, and Special Operations Forces units. My previous operational experience includes joint work with Special Operations Command Central, active combat operations in Iraq, and humanitarian assistance operations in East Timor. Additionally, I have a significant amount of experience in fires and fire support from the tactical to the strategic level as well as instructing in formal schools in both the TECOM and TRADOC environments.

As I leave active service I will be pursuing a Masters degree in Business Administration with the University of Southern California's Marshall Business School. I am eager to pursue employment that allows me to complete my education concurrently with interesting and meaningful work.

Yours Sincerely,

Michael Grice