



GOLDER RANCH FIRE DISTRICT FIREFIGHTER RECRUITMENT

Proof of Certifications

Cover Letter

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

Dear Sir or Madam

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability and experience allow me to deliver successful results for any company in a range of administrative positions. Please allow me to highlight my key skills:

- able to effectively manage my time through careful planning and organization of work activities
- an aptitude for identifying and resolving problems efficiently
- excellent communication skills that result in positive interpersonal relationships
- a track record of meeting deadlines and producing accurate work of a high standard
- proven ability to make sound decisions based on valid information

I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability and I look forward to hearing from you in the near future.

The enclosed resume expands on my qualifications and experience.

Thank you for your time and consideration.
Sincerely,
Janet Smith
Enclosure

Follow these instructions to combine your resume, cover letter, and proof of certifications into one document while keeping the file-size under the maximum allowance of 10 MB (Megabytes).

Begin by opening Microsoft Word and creating a New document.

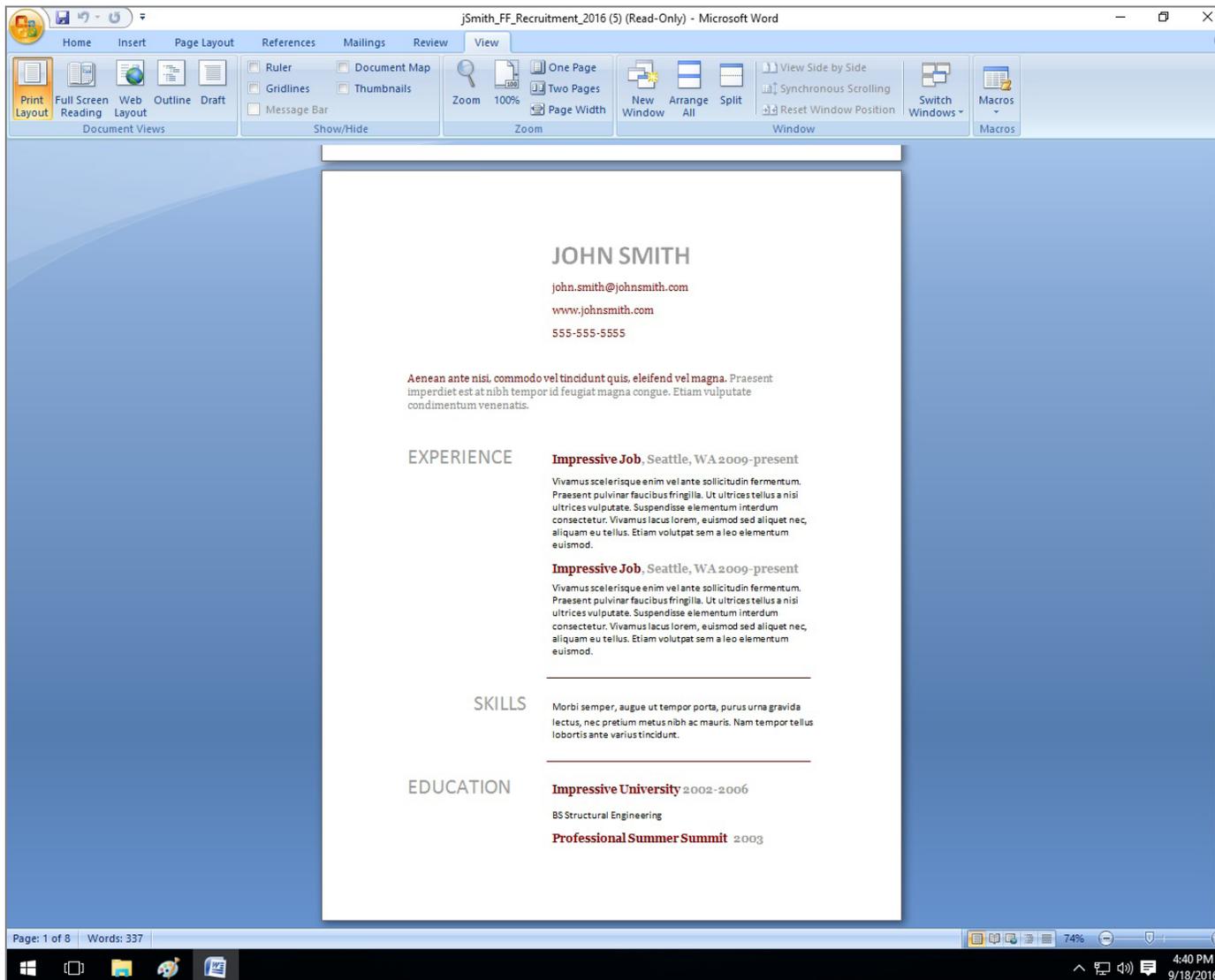
Paste your cover letter text into the first page.

**Be sure to keep your text formatting as clean and consistent as possible.*



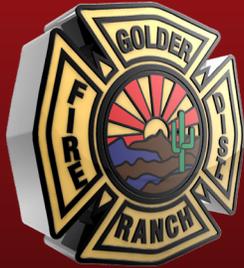
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Paste your resume text into the beginning of the next blank page.

**Be sure to keep your text formatting as clean and consistent as possible.*



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Proof of Certifications

Scan copies of the following:

- *High school diploma or GED equivalent.*
- *Current Arizona State EMCT, EMT, or Paramedic Certification.*
NOTE: National Registry certification or other State EMCT certification will not be accepted as an equivalent.
- *Current Healthcare Provider or Professional Level CPR Certification (and ACLS and PALS for CEPs).*
NOTE: CPR cert/card MUST be issued by one of the following certifying agencies: AHA, ARC, NSC, ASHI, ECSI.
- *Valid Arizona driver's license with a good driving record.*

Include the following if you possess these as well:

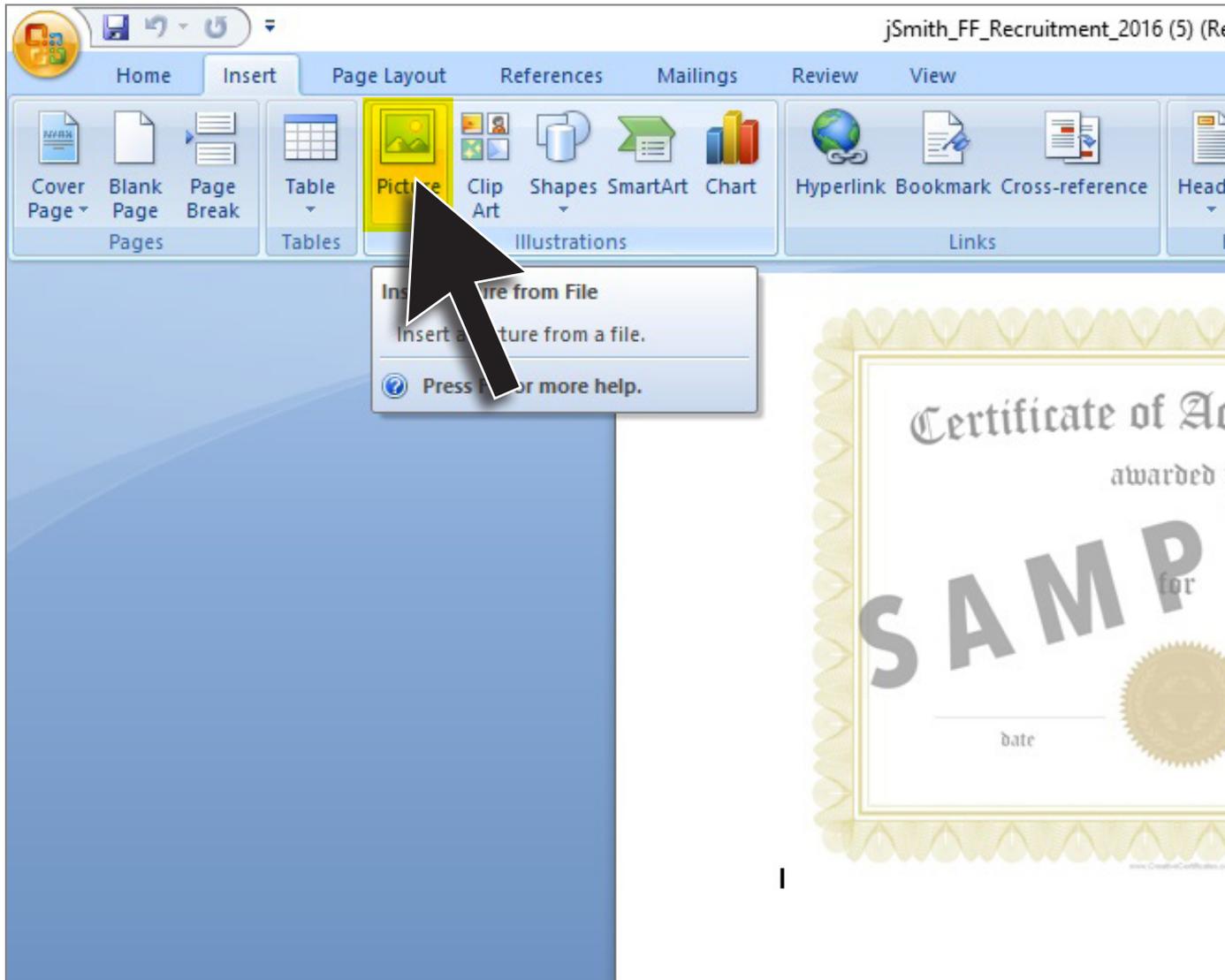
- *Arizona State Firefighter I and II Certification or International Fire Service Accreditation Congress (IFSAC) or ProBoard Certified*
- *Associate of Applied Science in Fire Science degree from a regionally accredited college or university recognized by the Department of Education.*

Save these scanned copies as individual “.jpg” files where you can find them and give them an appropriate name you can easily recognize. For example: “jSmith_EMT_Cert.jpg”



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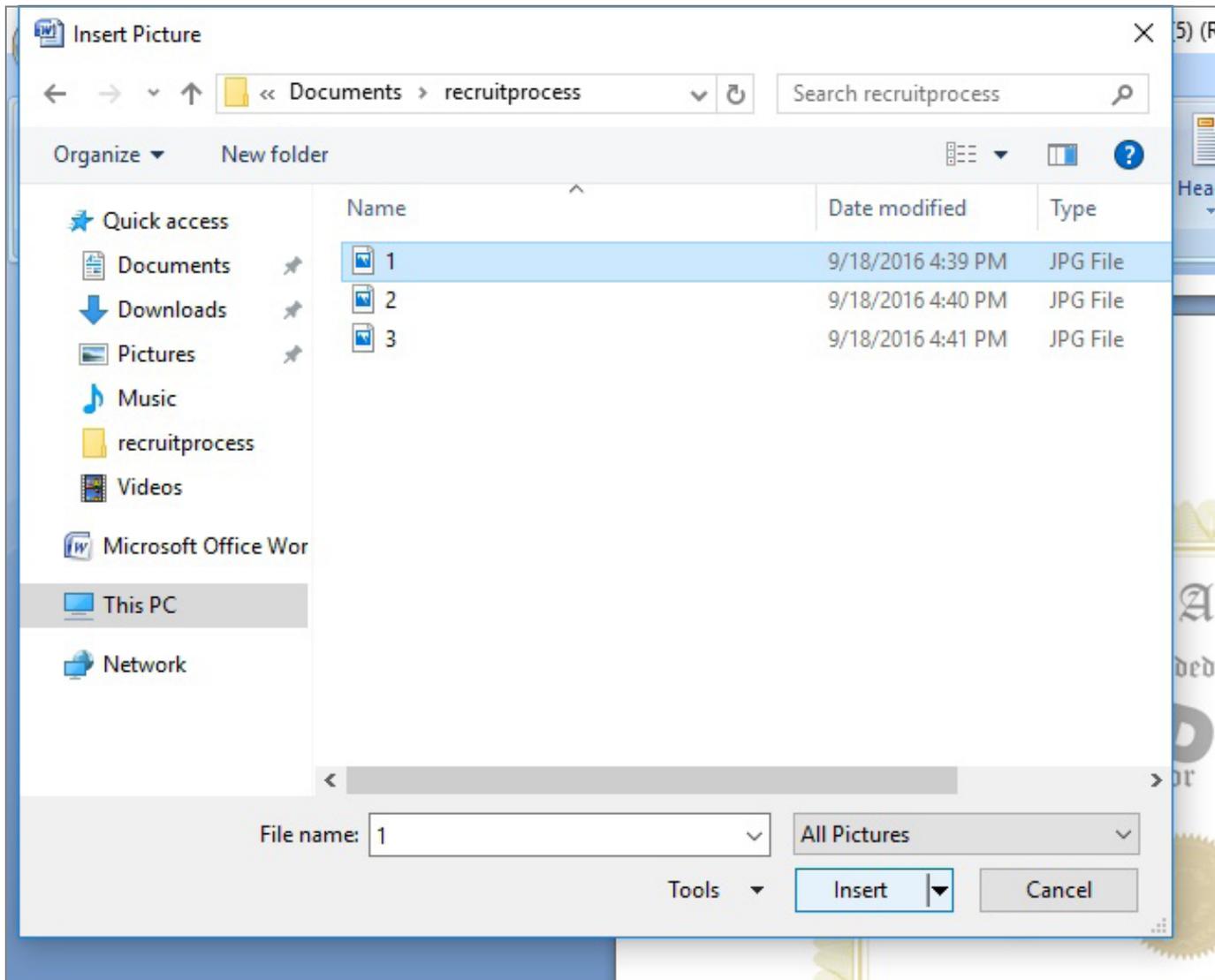
Proof of Certifications





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Proof of Certifications



On the following pop-up window, navigate to where you saved your scanned JPG files.

*Select one of the JPGs/Certifications and click **INSERT**.*

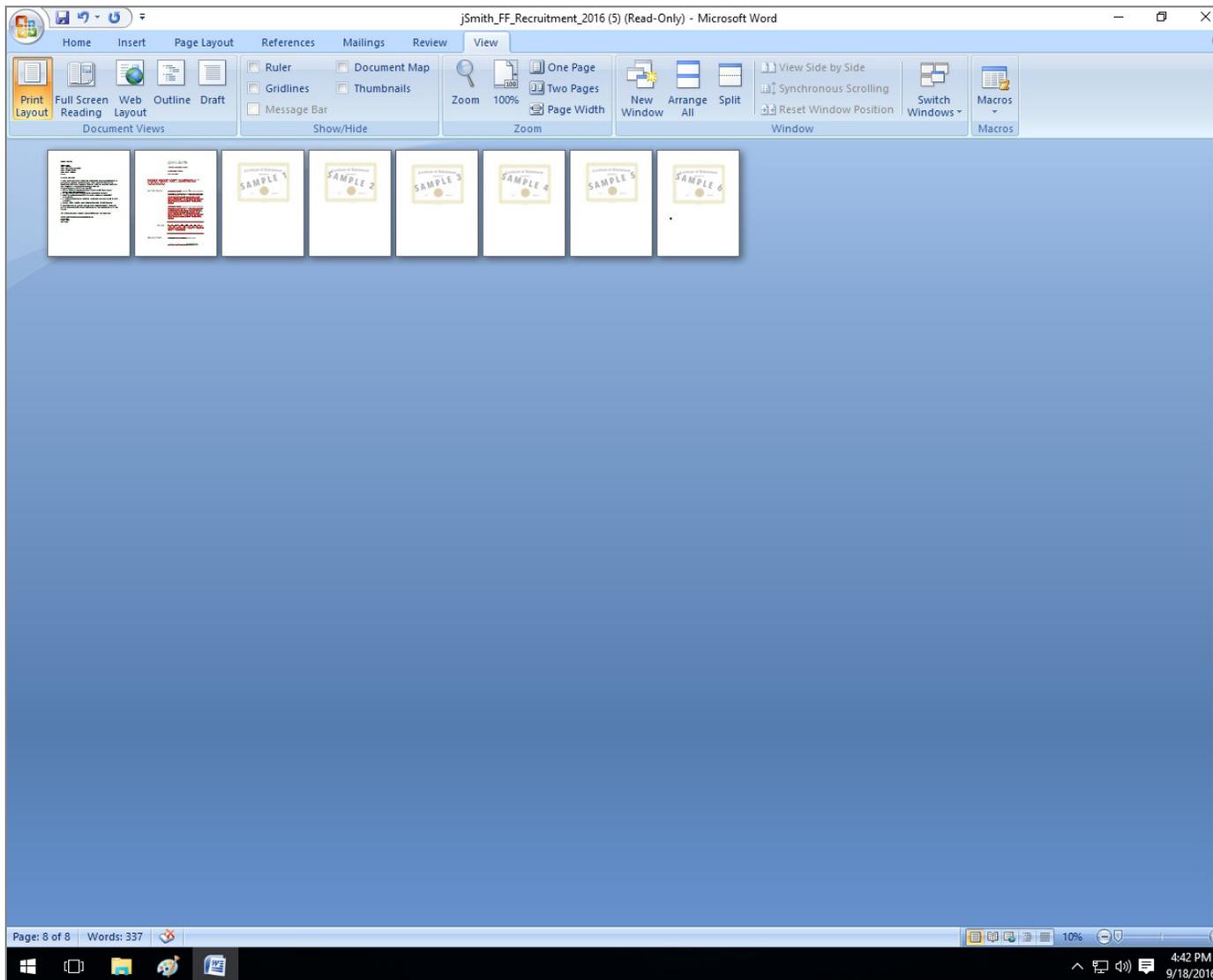
This will place a copy of your certification on the blank Word document page.

Continue this process until you have placed all required certifications and identifications.



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Proof of Certifications

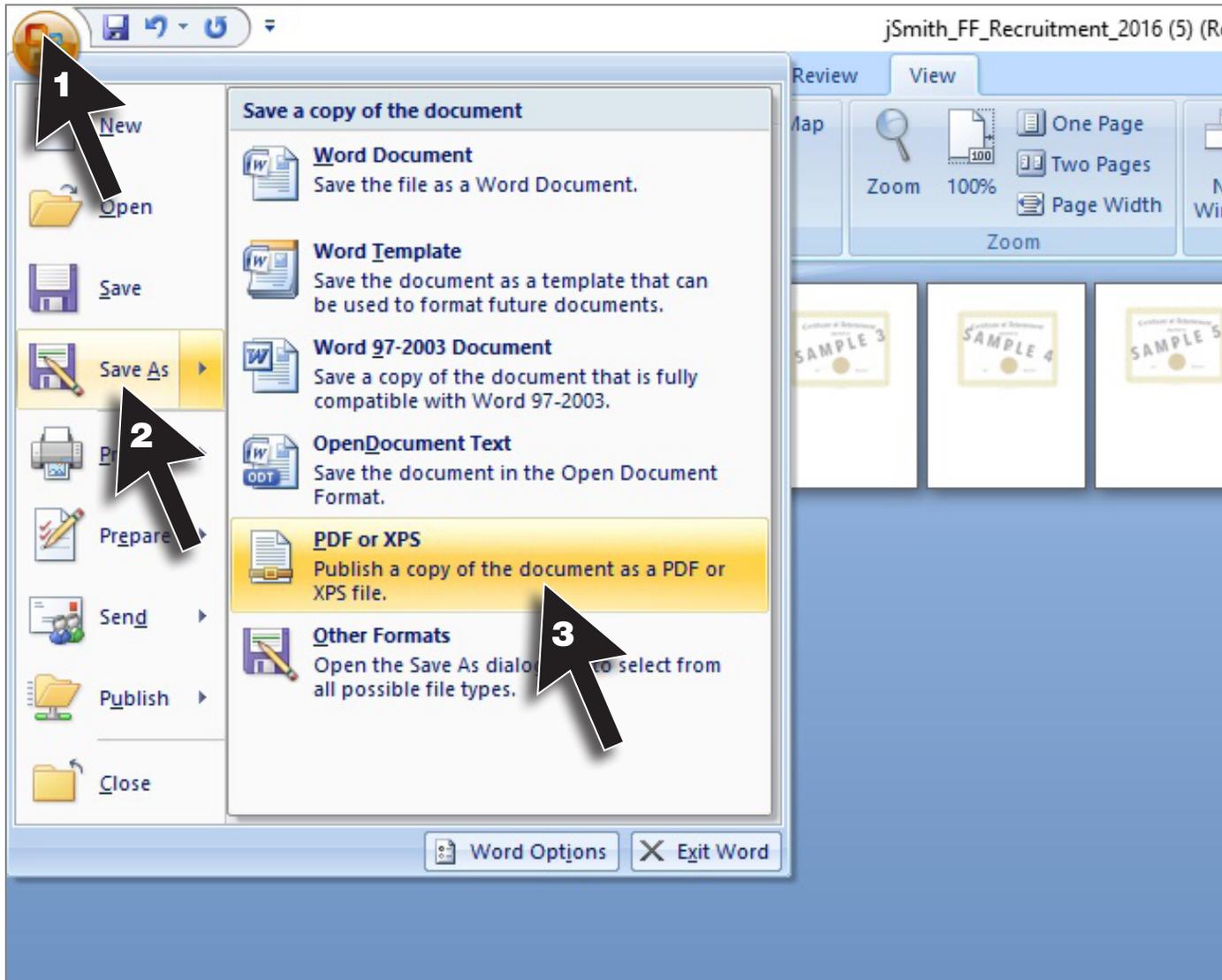


Once you have placed all of your text and certifications, your document will look similar to this image to the left when zoomed out.



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Proof of Certifications



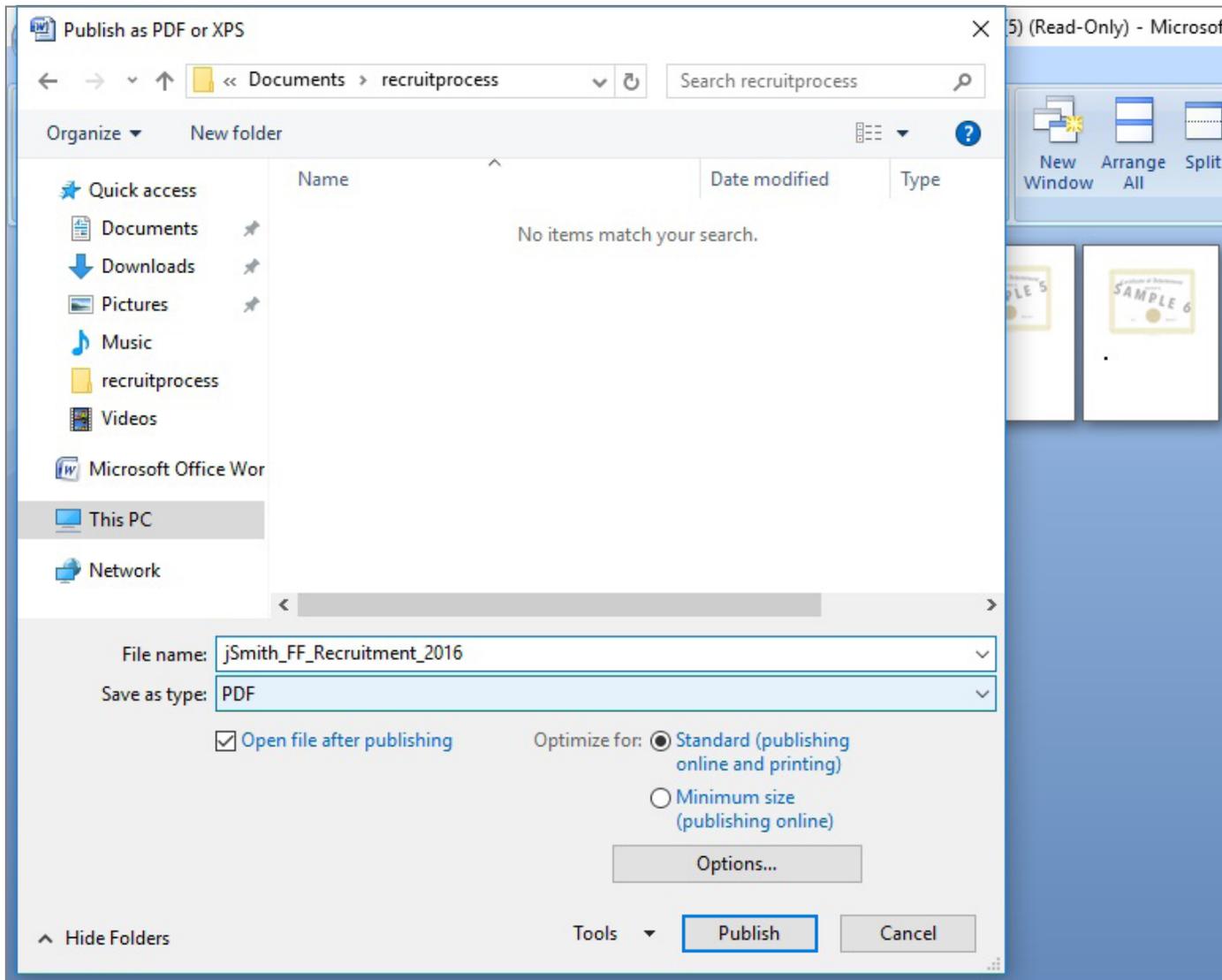
The next step is to save your Word Document as a "PDF".

- 1.) Click on the round Windows Icon in the top left.*
- 2.) Click on "Save As"*
- 3.) Click on "PDF or XPS"*



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On the following pop-up window, give your PDF a name you will recognize and save in a location you can then find such as the Desktop.

*Filename example:
jSmith_FF_Recruitment_2016*

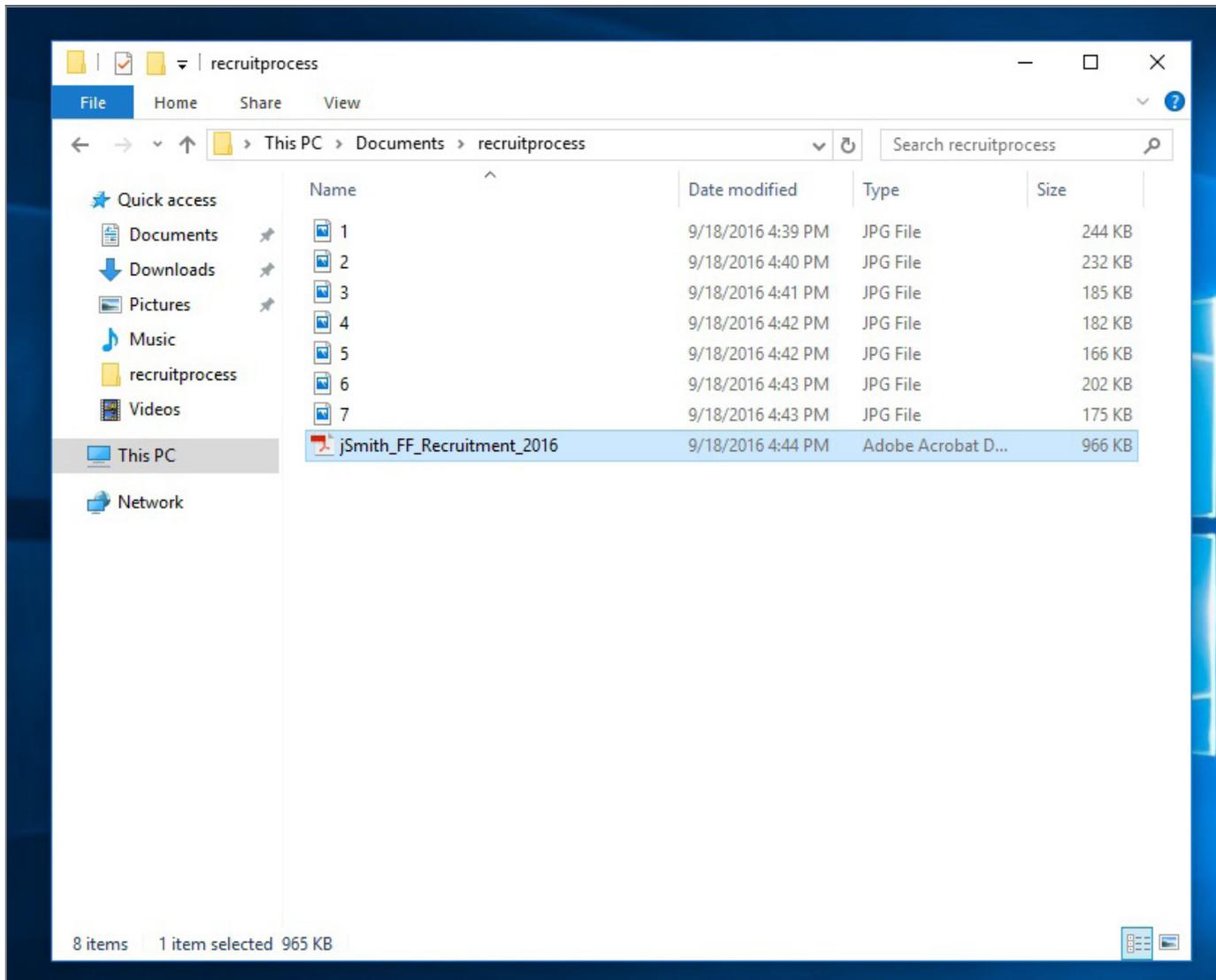
*Make sure you select “PDF” under
“Save as type”*

Click “Publish”



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Next, make sure your newly published PDF document is in the location you specified.

Check the filesize to ensure it is under the maximum allowance of 10 MB (Megabytes).

The example to the left is "966 KB"

For reference, 1,000 KB is equal to 1 MB

The PDF to the left is less than 1 MB and well below the maximum allowance of 10 MB.

At the end of your GRFD ADP Application, where you are asked to upload your resume/certifications, upload the file you have created following these instructions.