



*Frenchtown Rural Fire District • P.O Box 119 • 16875 Marion Street
Phone: 626-5791 Fax: 626-6355 Frenchtown, MT 59834*

Dear Applicant:

Thank you for your participation in the executive search for the Fire Chief position at Frenchtown Rural Fire District with its administrative offices in Frenchtown, MT.

We wish you the best in the application process. A few suggestions that could improve your chances of being a finalist in the process include the following:

- ✓ Study the position description announcement in the application packet and develop a resume that demonstrates how you meet the specific requirements for the position you are seeking.
- ✓ Keep the resume short and readable; three or four pages should be more than adequate to illustrate your qualifications for the position you are seeking.
- ✓ Fill out the employment application completely and truthfully and sign it.
- ✓ Only send copies of certifications and/or licenses for proof of job requirements as listed in the job description announcement.

It is important that you provide work, home, cell, and pager numbers that we can use to reach you. If available, you should include your e-mail address.

Return resume and application to: Frenchtown Rural Fire District
16875 Marion Street
P. O. Box 119
Frenchtown, MT 59834

This position will remain open until filled.

Regards,

Mary Alexander

Board of Trustees Chairman