|  |  |
| --- | --- |
| **Gerald Fisher** | M: (222) 333-4444, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

**Today’s date**

Mr. Harry Ward, Hiring Manager

Company name

Address

City, State, zip

Re: Law Enforcement Officer - Job Posting

Dear Harry Ward,

Your recent job posting for a law enforcement officer in The Night Beat caught my interest, and I’m sending my resume along with this letter to be considered for the position.

have been working as a police officer for the past 12 years and would like to utilize my problem solving and intuitive skills in the service of your city and the safety of its citizens.

I remain calm under pressure and think clearly in dangerous situations due to having trained extensively and patrolling the streets for more than a decade. I aid greatly in investigations, analyzing documentation, speaking with witnesses, and evaluating crime scenes, and provide links to important information, while maintaining strict confidentiality and respecting that people are innocent until proven guilty.

I would be honored to meet you in person to discuss my qualifications and the requirements of the position in greater detail. I can easily be reached at 222-333-4444 or [Email Address].   
I await your response.

Thank you.

Gerald Fisher