Edward Wilson

Address, City, ST ZIP Code | Telephone | Email

Today’s date

Mr. Paul Clark

Police department

66 Outbar Bv., Newcity, FL 55555

Dear Paul Clark,

Pursuant to your job posting in The Week in Review, I am applying for the position of police officer.

As you can see in my attached resume, I have been working for New York’s Finest for more than a dozen years.   
I earned my Bachelor’s degree in Criminal Justice, and am interested in dedicating my experience and skills to prevent crime and make our world a safer place for ourselves and our children.   
My experience includes the following areas:

* Investigations: I interrogate suspected criminals and interview eye witnesses to criminal activity. I collect evidence and analyze crime scenes from various angles.
* Public safety: I assist at demonstrations and strikes, and ensure the safety of public officials at meetings, court hearings, and other public venues.
* Patrol: I patrol my assigned beat on foot and by car, ensuring that the neighborhood is crime and drug free. When needed, I arrest suspects and transport them to the police station for further processing.
* Traffic control: I keep traffic smoothly flowing during construction and emergencies, and ensure that parking ordinances are obeyed.
* Public communication: I answer citizens’ phone calls and give presentations to schools regarding safety issues and drug trafficking prevention.

I am interested in meeting you in person and discussing the position further, as well as expanding on other core functions with which I have experience.   
Please contact me at ew@newcity.com or (555) 555-5555 to arrange for a time in the near future.   
Thank you.

Respectfully yours,

Edward Wilson