Hiring Manager’s Name

341 Company Address

Palo Alto, California, 94301

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

I am excited to submit my application for the full-time police officer position at the New Haven Police Department. I have two years of experience working as a police officer for the Charleston Police Department, and am a graduate of the West Virginia State Police Academy. I believe that I have the requisite skills and abilities to perform the duties you’ve stipulated exceptionally well.

During my two years as a police officer, I performed area patrols on foot, bicycle, and in patrol cars, responding to traffic incidents, domestic disputes, and reports of criminal activity. My performance was above standard, and I was frequently praised for my calm and authoritative demeanor even during moments of tension and hostility.

I am aware that the rate of crime in New Haven is higher than average, and I am keen to use my skills to assist and protect the community to the fullest extent possible. My training and personal characteristics make me a perfect fit to handle both tough situations and present a pleasant face to the New Haven community.

For all of the above reasons, I am confident that you will find me to be a compelling candidate. You can contact me at ([your\_email@gmail.com](mailto:your_email@gmail.com)) or by phone at (###-###-####). I am available any time for an interview, as I am now a permanent resident of New Haven. I look forward to discussing this opportunity with you in detail.

Sincerely,

Your Name