PO Box 2776

Drumheller, AB T0J 0Y0

February 6, 2015

Dear Recruiter

RE: Job Opportunity

Please accept this letter and enclosed resume as application for the posted position. The content within this letter give an overview of my education, previous employment, and personal attributes. I work hard to perform at the best of my abilities in order to serve my community and country.

My maturity and focus has grown exponentially while attending the Criminal Justice Studies Policing program at Lethbridge College. My organizational and time management skills are tested under stress and tight deadlines. As a supervisor at my previous job, my leadership skills have been refined to delegate tasks, motivate staff and lead by example. My loyalty to fellow staff, supervisors and management is unparalleled.

My calm demeanor and listening skills are ideal in resolving conflicts and easing high stress situations. If affected by stress, being outdoors with friends clears my mind and keeps my attitude positive. My ability to handle shift work will help make a smooth transition into the position, if hired.

I am determined to be a key part of your team. I strive to serve your agency and our country with integrity, respect, and professionalism. I welcome the opportunity to discuss my potential suitability to your agency. I can be reached at Cody.Gouin@lethbridgecollege.ca or by phone at 403-823-1994.

Yours truly

Cody Gouin

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