

Applies English and Communication: COME-1177-C01  
Cover letter Assignment

Submitted to:  
Kirsten Fantazir

Submitted by:  
Rebecca Cole  
February 6, 2015

113 Sunset Place  
Okotoks, AB T1S 1M6

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Dear Recruiter

RE: Police constable position

Please accept this letter and enclosed resume as an application for the police constable position which is advertised on your police service website. My goal over the next two years is to join the police and reflect my love for helping others through serving my community.

From my experience in the Criminal Justice Policing Diploma at Lethbridge College, I have acquired many skills to enhance my writing, perspective, and understanding of the world around me. Demonstrated in my previous volunteer experience, I enjoy working with the community and rising to a challenge when one presents itself. My past work experience in several customer service positions has also taught me great patience, organization, time management, and responsibility skills.

As an individual I strongly stand by the values of respect, honesty, diligence, dedication, and professionalism; as shown through all class work and personal tasks, these values consistently shine. Working independently and within a team are both efficient ways for me to complete a task, problem solving is one of my greatest strengths and I specialize in creating long term solutions for many life problems. Believing in the importance of peer support and personal dedication focuses my primary goal in any situation to be resolving conflict and rebuilding relationships between people.

Becoming a part of a policing team would bring great significance to my personal achievements in life, and would allow my contribution of hard work, dedication, caring, and loyal personality to influence and grow along side current serving members. I would be honored to demonstrate and provide my skills to you through an interview for this position. My most efficient ways of communication are through e-mail at [becky\\_cole@hotmail.ca](mailto:becky_cole@hotmail.ca) or cell phone (403)-999-1577.

Yours truly

**RCole**

Rebecca Cole