

202 Blackfoot Blvd West
Lethbridge, AB T1K 7Z2

March 6, 2015

To whom it may concern
Recruitment department

Dear Recruitment Department

RE: Recruit Position

Enclosed with this letter is a copy of my resume. I would greatly appreciate it if you could take the time to consider it. Also, I would greatly appreciate being granted the opportunity to join your police force, which was spoken about during Recruitment Day, at the Lethbridge College in Lethbridge, AB. My goal in the future includes serving and protecting the community, as well as getting to know the people who make the community wonderful.

During my year at Lethbridge College, working towards the Criminal Justice Policing Diploma, I have obtained a significant amount of information about the criminal justice system, and also the underlying skills required for the many job opportunities. I have learned to dedicate myself towards all the work I do, I am honest, responsible, and work well by myself as well with others. My past volunteer work and work experience has allowed me to improve upon my social skills and problem solving skills, which has come along far enough to be used efficiently within law enforcement. With my values, such as respect, honesty, integrity and dedication, your agency would benefit from me in a plethora of ways.

My past and current employers/instructors verify my hard work ethic and my dedication towards tasks and assignments. While working at previous jobs, I feel as though I had greatly impacted my coworkers, as I was always cheerful and ecstatic about my duties. Also, I ensured I completed everything to the best of my ability.

Joining your agency, my skill set, knowledge, and values, will greatly improve and benefit myself, as well as your agency, and allow me to gain a noticeable reputation by colleagues and the community. I would love to demonstrate how much of an asset I can be to your agency by meeting for an interview. I can be reached at (403) 815 0856, or at Duncan.Donaldson@outlook.com.

Yours Truly,

Duncan Donaldson

Duncan Donaldson

