

Box 801
Lethbridge, AB T1J 3Z6

March 3rd, 2011

Lethbridge Police Service
135 1st Avenue South
Lethbridge, Alberta
T1J 0A1

Dear Braith White

RE: Constable Position

Please accept this letter and enclosed resume for the Constable position as advertised on the Lethbridge Regional Police Service website. Currently, I am attending the Lethbridge College in the Criminal Justice Program.

Over time, I have learned many skills through several jobs in. I am extremely organized. At Canadian Tire, I always have a list of tasks. I must check them off once they are completed. My finances are also very stable. I budget for everything to make sure I do not over spend or put myself into debt. Punctuality is a huge part of my current job. I am always at work ahead of time, except when weather intervenes. Cleanliness is an absolute must. A mess must be dealt with when a task is complete. Being courteous is one of the biggest things I have learned at Canadian Tire. I have come across many people who are extremely agitated and have always been able to help them and provide them. Always, I have been dependable when my boss asked me to cover someone else's shift. I have stayed many hours of overtime to make sure things are done; as a result, I have advanced into a Lead Hand position in the seasonal department at Canadian Tire.

Because of my transferable skills, I will be a successful employee. Also, I am an extremely compassionate person. My lifestyle is balanced. I have been clean of drugs for 5 years, budget all my finances and am attending the Lethbridge College. Dependability will be important. Working overtime and covering for someone else is always something I do. Cleanliness is necessary. I cannot work in a mess and my uniform is always clean and professional. I became a lead hand after demonstrating leadership skills in many tasks. I wish to advance in any job I do. My listening skills are important; I must always know what I am supposed to be doing.

For an interview you may contact me at james_thiessen83@hotmail.com. My home phone number is 1-403-345-2123, and my cell phone number is 1-403-380-0147. I would like to hear from you by March 17th, 2011.

Yours Truly

James Thiessen