1520 - 4th Ave North

Lethbridge, Alberta T1H 0L5

February 27, 2011

Canada Border Service Agency (CBSA)

Human Resources

Prairie Regional Office

Room 307, 269 Main Street

Winnipeg, MN R3C 1B3

RE: Boarder Service Officer

Please accept this letter and my attached resume as application for the Border Service Officer position within your agency. As I have done extensive research into many agencies’ values, the Canadian Border Service Agency closely parallel my values with honesty, professionalism, reliability and hard work.

Currently, I am a full-time student at Lethbridge College enrolled in the Criminal Justice Program, which has given me improved knowledge of Canadian laws and time management skills. This program has improved my speaking and writing skills greatly. As you will see in my attached resume, I have a strong and reliable work history in a variety of positions, from parts person to automotive mechanic and lead hand in an oil field company. I am in possession of the Canadian non-restricted and restricted firearms licence.

Throughout my working career, employers and peers have called me reliable, hard working and a team player. This is from my desire to always improving skills or learning new ones; as a result, many of my employers placed me in leadership positions or as a trainer to new employees. As I am married and father of three girls; organizational and time management skills are essential to keeping up with active teenage girls. As I am a father of three girls I also demonstrate understanding, compassion, peace maker, and communication skills with raising them.

 You will be pleased with my work and abilities as I am a strong candidate for the position. I would be happy to meet with you to discuss my future in your agency; please contact me at (403) 328-7049 or by email ronald.burgess@lethbridgecollege.ab.ca

Sincerely

Ron Burgess