Grant Weremey

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March 7, 2011

Calgary Police Service

133 - 6th Avenue S.E.

Calgary, Alberta, T2G 4Z1

(403)206-8483

Dear Constable MacLeod

This letter is being written to you for the opportunity to apply for the new constable position in your department. I would like to get an interview from you for the new position and become a member of your team. I was told about this position by one of the constables in your department and I am hoping to become a member of your agency so I can benefit the community.

My skills consist of

* Being able to keep calm in stressful situations and assess it in a professional manner
* Work with anyone, whether it be of a different religion or ethnic background
* Staying organized and identifying priorities to maintain my effectiveness in a job
* Communicating effectively with people to come to an agreement, both sides are satisfied with
* Adapting to a situation and showing leadership to take control of a problem

My vast skills allow me to be effective in any situation I am put into. My ability to take charge and become a leader made me a valuable asset to the companies I worked for. I would always be the person people would look for if they needed advice. Along with being a leader, my ability to communicate to get a task done has allowed me to be an effective member of a team. I strive to be the most dependable people in my job by never being late and by following through on what I say. Staying organized is a priority for me because it makes me more effective at my job. Above all of those things, my honesty is my best virtue; if it is my fault I take full responsibility for what happened and I never try to it cover up.

I am asking you for an interview so I can demonstrate some of the skills I have listed above. I fit into every criteria your agency asks for and I make sure I excel at it. You can get ahold of me on my cell phone at (403)617-0228 and my email address is Grantweremey95@hotmail.com. I am looking forward to hearing from you.

Sincerely

Grant Weremey