

R.R. 2
Gwynne, AB T0C 1L0

October 26, 2011

Dear Sergeant William Smith

Re: Constable Position

Please accept this letter and enclosed resume as an application for the position being advertised on your agencies web page. My long term goal is to obtain employment with your agency and continue to a lifelong career serving as a police officer. It is exciting to pursue a career with your police service, because of the many different opportunities in your agency.

I am currently a student at Lethbridge College in the Criminal Justice – Policing Program. During my time there, I have developed and improved skills in the following areas:

- Procedural law and criminal law
- Professional communication
- Public speaking
- Computer skills
- Basic crime scene investigation
- Technical writing

These are just a few skills which will be useful in a law enforcement career. Several of my past jobs have helped me to become experienced in teamwork, leadership, and conflict resolution. As a customer service person at the physical fitness centre at Lethbridge College, it is my responsibility to ensuring customer satisfaction through quality service. It is only possible for me to do this, by using proper interpersonal skills, which I have been able to develop over time.

During my past experiences my beliefs, morals, and values have been developed and tested. Compassion, courage, honesty, and integrity are my core values. Because these values are important to me, they guide my personal conduct in every area of life. Working hard, teaching others, handling stress, and being reliable are just a few of my personal strengths. The combination of these strengths, with my core values, and past work experience, makes me a valuable applicant for you police force.

For more details about me and my accomplishments please take a look at www.visualcv.com/nealbishop. Please feel free to contact me for more information or to schedule an interview at (780) 361-6807 or neal.bishop@hotmail.ca.

Sincerely

Neal Bishop

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