

1300 16th Avenue South  
Lethbridge, AB T1J 4L9

February 16, 2012

Constable Richard Borthwick  
Lethbridge Regional Police Service  
135 1 Avenue South Lethbridge, AB T1J 0A1

Dear Constable Borthwick

RE: Police constable position

Please accept this letter and enclosed resume as an application for the police constable position, as advertised on the Lethbridge Regional Police Service (LRPS) website. My goals in the future include obtaining employment with LRPS with aims to serve my community and the citizens of Lethbridge and Coaldale.

My knowledge of the criminal justice has increased dramatically through the courses I have taken at the Lethbridge College. In addition to gaining a better understanding of the justice system, I have learned the importance of time management, academic honesty, teamwork and responsibility. Respect and integrity are values which have been instilled in me, as a student, and will be an asset to me in the policing profession. These values coincide with the values of the LRPS and are values I am consistently working to improve in myself.

I have shown to my past employers and the instructors at the Lethbridge College that I am dependable, honesty and professional in everything I do. My employer at the Holiday Inn will testify to my professional behavior and my ability to complete tasks in a timely and cheerful manner. I have shown my instructors at the Lethbridge College that I am punctual and dependable through my attendance to classes and submission of assignments on time.

I would be an asset to the LRPS because my various skills and attributes would compliment the services the current members are providing to the citizens of Lethbridge and Coaldale. I would appreciate an opportunity to further discuss with you in person how I can serve as an asset to the Lethbridge Regional Police Service. I can be reached on my cell phone at (403) 308-6658.

Yours truly

Kayla Gelleny