5612 W. Monte Cristo Ave.

Glendale, AZ 85306

January 18, 2012

Glendale Police Department

6835 N. 57th Drive

Glendale, AZ 85301

To whom it may concern:

My name is Richard Rimbach and I am a senior at Cactus High School who will be working towards a post-secondary degree in the field of law enforcement.  I am seeking an intern position in the police department that would expand my knowledge, as well as provide me with training and experience.

My background and course work have allowed me to obtain skills and training in the law enforcement career field.  These are a few of the experiences that I can bring to this position:

* I have previous working experience, so I know some of the on the job basics, such as the importance of quality work, punctuality, and effective communication with co-workers and supervisors. This experience has also given me valuable skills in working with others and supervising large groups of people while maintaining the rules and regulations of the establishment.
* I am actively involved in extra-curricular activities. I was a member of both the school varsity swim and wrestling teams. Being a part of these activities has taught me the importance of hard work, dedication, and of course working as a team.
* I have taken all the possible course work available in the law enforcement career field, which consists of the Criminal Justice, and Law Enforcement classes.

Thank you for considering me as a potential intern with your department.

Sincerely,

Richard Rimbach