**LETTER OF APPLICATION OR COVER LETTER**

(DO NOT TYPE THIS ON THE TOP OF YOUR LETTER)

(No Name Here)

5461 Rose Avenue NE

Bemidji, MN 56601

September 29, 2017

Sargent Derrick Johnson (Recruiter Name/or Title)

Bemidji Police Department (Name of Department)

1234 Oakhill Boulevard

Bemidji, MN 56601

Dear Sargent Johnson: (Dear recruiter or title of person you are addressing)

I am submitting my attached resume in application for the position of Peace Officer. I have recently completed necessary educational requirements, and I am enthusiastic about the possibility of interviewing for this position.

My degree from Bemidji State University in Criminal Justice has provided me the opportunity to analyze the key concepts, principles, and practices associated with human behavior and criminal justice. I demonstrated in-depth knowledge of law enforcement and social science issues through excellent work in class assignments and projects.

I realize that there is a significant difference between academic studies and field experience, but I am confident that my knowledge and commitment to criminal justice will ensure my ability to perform effectively within your department.

I worked through college, earning recognition from my managers for my leadership and organizational skills. For example, as a Certified Trainer at Applebee’s, I trained a staff of eight bussers and contributed to improve team performance by building great relationships with team members and guests.

My resume is attached to provide you with full detail concerning my background and achievements. Thank you for your time and considerations.

Sincerely,

SIGN YOUR NAME HERE (can use a cursive font for digital documents)

Your name printed (Typed)

Enclosure(s)