Mr. Rick Schroeder

2401 W. Min Street, Appleton, Wisconsin, USA

1-920-8765432

email@example.com

Dated: 05-06-2009

Dear Mr. Schroeder

In concern with your advertisement in Daily News on June 04 2009, I am sending you my resume and cover letter to look for the position of Special Investigation Officer.

My 9 years experience of police job made me deft at law and order enforcement, discipline maintenance, security management and public relation. Throughout my career, I have contributed to investigate a lot of cases, detecting mysterious realities hidden inside, traced the criminals, interviewed the witnesses and produced an easy approach to justice to innocent people. I have mentioned some description of my solved cases in my resume. Sir, I am:

* Capable of doing services for undercover work
* Stout and bold to face the risks
* Energetic to perform tasks
* Familiar with the techniques of quick and accurate assessment of facts
* Outstanding in ability to motivate and monitor the team
* Strong at appropriate analysis of complicated cases
* Skilled at communication with different variety of people

You will find more details of my profile on my resume paper. I wish to be a part of your investigation team and look forward to get appointment for interview to reveal my skills in accordance with this job. I am certain that my work experience and professional skills make me adequate for Special Investigation Officer Job.

Please feel free to contact me for setting time of interview.

Thanks for your valued time

Regards

Lee Mathis

6233 Vine Street Apt. 2, Philadelphia, USA

1-215-9658740

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