

Cover Letter Sample

Kou Thao

1234 Main Street • Green Bay, WI 54304
Kou.thao@mymail.nwtc.edu • 920-555-1234

Lieutenant Kenneth Keri
UW – Madison Police Department
1429 Monroe Street
Madison, WI 53711

Dear Lieutenant Keri:

From my past part-time related employment as a security officer at the Wackenhut Corporation in Kewaunee, WI and my educational training received in law enforcement, I am aware of the quality of work required of a police officer. I am interested in becoming a member of your University of Wisconsin Madison team of officers. Please consider this letter, along with my enclosed DJ-LE-330 application and resume as my application for determining an eligibility list. I learned of this opening through a job posting on the NWTC Student Employment Services web site.

On May 13, 2009, I will receive an Associate Degree from the Criminal Justice – Law Enforcement program at Northeast Wisconsin Technical College. I am an honor student with a 3.275 grade point average. My training includes knowledge of traffic theory, technical reporting, criminal law, courts/jurisdictions, criminal investigation, forensic application, juvenile law, community police strategies, emergency response, and police nutrition/fitness. I am very security conscious and possess good work ethics.

For five years prior to returning to school, I worked as a delivery driver for a major equipment company in the area. Although I enjoyed working with a great group of employees, a career change became necessary to advance so I turned to NWTC for my education. I am a hardworking, conscientious individual and would be an asset to your university team of officers.

Although you are now interested in establishing an eligibility list, may we meet soon to discuss my application? You may contact me at the above address or at (920) 498-5400.

Sincerely,

Kou Thao
Enclosure