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| **Robert smith**  **Background Investigator** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

In response to your job listing advertised in the \*\*\* for the post of a new Background Investigator, I am writing this letter. As a person with keen interest, and experience in the field of investigation and security, I have been an ardent fan of your company and have read several client testimonials, which has made me enthusiastic to apply for this role. As a self-driven individual, with experience and background in interviewing various subjects, I have verified credentials across wide domains and conducted criminal history searches. I am quite confident that I would be an important asset to your company, so I am eager to apply for the role of Background Investigator in your company.

Highlights of my accomplishments as a Background Investigator include:

* 7+ years of experience in the field of background investigations.
* In my previous company, I have done comprehensive background checks, such as personal interviews and criminal history record searches. This has helped me hone my skills as an investigator which has made me determine employment suitability for various companies' new hires.
* I have also had a couple of years of experience as a personal Background Investigator, wherein I have assessed and analyzed personal background and any criminal history of individuals for their marital or probable marital partners.
* I have experience in not just verifying but also in tracking down several credentials, such as licenses, criminal histories, and any legal records for several applicants.
* I have been proven as a great asset to my previous team where I have performed well in both independent and team-oriented roles
* I have also known to have ensured top-level professionalism at each step of my career.

With my experience and skills in performing comprehensive and efficient background investigations, I am well prepared to extend my service to \*\*\*\*. If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Background Investigator post. Thank you for your consideration.

Sincerely,

[Your Name]