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| **Robert smith**  **Immigration Officer** | **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 Immigration Officer, I am writing this letter. As a person with keen interest, and experience in checking documents, investigating, and security services, I have been an ardent fan of \*\*\* and have read several client testimonials regarding your service, and this made me enthusiastic to apply for the Immigration Officer role. My career spans 7 years of experience and background in conducting interviews with several individuals, each coming with challenging situations, and I have been verifying the credentials across wide domains and conducting thorough searches of the client’s history, and work profile. Hence, I feel that my skills and experience will be a suitable match for your requirements. Highlights of my accomplishments as an Immigration Officer include –

* While working at \*\*\* as their Immigration Manager, I have done comprehensive background checks, conducted one-on-one interviews, and checked their history and background, while grooming my investigative skills
* Guiding over 500+ families through the lengthy Visa process, Green Cards, citizenship, and more – and assisting them in adjusting to their new lives in \*\*\*\*(country name)
* Excelling in preparing and securing temporary and permanent employment, visitor, business, and student visa
* Working solely with contacts in the (country name Consulate), the state employment agencies, foreign embassies, HR team, and counsel for preparing and filling immigrant/non-immigrant visa petitions, and renewals
* Investigating and solving thousands of passport cases and detecting fraudulent documents.

I believe that my strong decision-making skills, and networking skills, coupled with my utmost dedication and confidentiality will certainly make me an asset to your Immigration department. You can find out more about me by checking out my enclosed resume, and online portfolio (links). In case you should be having any concerns or questions, please feel free to contact me at () or email me at (). Thank you so much for your consideration!

Sincerely,

[Your Name]