[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],

Upon reviewing the job posting for the role of Police Cadet position, I hastened to self-recommend my candidacy through this job application. As a dedicated and accomplished individual, I have propelled my skill and knowledge level to the fullest.

Let me take you through my core contributions:

* Answer the calls and respond to emails.
* Maintain the database and update it regularly.
* Prepare comprehensive reports on the cases assigned.
* Provide assistance with managing the evidence.
* Restock the required inventory.
* Deliver the summonses.
* Perform courtroom duties.
* Carry out other instructed responsibilities.

With great communication, in-depth knowledge of legislation and regulations and administrative skills, I am well-prepared to become a part of your workforce and significantly contribute to the team.

Thank you for reviewing my job application and for considering me as a potential candidate. My enclosed resume will impart further knowledge of my academic qualifications and job history. I would be available for the face-to-face round of interview at your soonest convenience.

Best Regards,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Police Cadet**