**Robert Smith**

**Police Officer Recruit**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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],

I am writing to express my keen interest in the position of Police Officer Recruit at (Location name). I have just finished my Police training at (Institute name) and now am eager to employ my practical skills and talents in real-life settings.

Both my academic studies and academic training are extremely intense and well-groomed, and designed to prepare me as a police officer in a variety of situations. Additionally, during my training at the police academy, I was praised by my senior officials for my calm yet authoritative demeanour mainly during an emergency, and hostile periods.

The following are some of my highlights and related strengths that make me a perfect applicant for this role –

* Demonstrable abilities to investigate crimes and avoid accidents.
* Highly skilled in patrolling assigned areas to maintain public safety.
* Well-versed in compiling notes as well as reports.
* The ability to arrest criminal suspects.
* The ability to get substantial evidence while interviewing witnesses.
* Specialized courses in providing emergency assistance to crime/accident victims, and natural disasters.

Furthermore, my hands-on training has provided me with the capacity to manage the most adverse of situations, and the mocks that I have undertaken have instilled in me the analytic capability that should be inherent to handle the responsibilities associated with this role.

As a fresh and highly energetic recruit, I am very excited to meet you in person to discuss this position’s requirements in detail. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

[Your Name]