**Robert Smith**

**Police Sergeant**

[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],

As a highly accomplished Police Sergeant, I have a proven background in overseeing the staff performance, strategizing the operations, and assessing the evidence. Hence, I think I am an ideal candidate for the open position.

Here's presenting my key responsibilities for your consideration:

* Monitor the performance of the police officers.
* Analyze the investigation reports.
* Suggest effective strategies for essential matters.
* Implement action plans required for improvement of departmental operations.
* Provide assistance to the senior officials.
* Gather the evidence and provide legal testimonies.
* Perform other related job duties.

Apart from the duties discussed above, incredible communication skills, organizational skills, and critical thinking have prepared me to serve the role's expectations and challenges to the best of my capacity.

Thank you for gauging my candidacy. I have attached my resume along with this job application to provide you with complete details of my education and work history. I am available at your earliest convenience for further discussions.

Best Regards,

[Your Name]

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