

John Johnson

Police Officer
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January 1, 2021

Seth Smith

Human Resources Specialist
Columbia Police Department
(111) 222-2222
seth@columbiapd.gov

Dear Mr. Smith,

As a former United States Army sergeant and current officer with the Joplin Police Department, I have extensive experience calming people in difficult situations and taking appropriate action. If your department is looking for a mix of measured analysis and decisive action, I believe I fit the bill.

Moreover, I would jump at the chance to join an organization with a storied history like the Columbia Police Department. I believe my record of success shows that I am ready to help continue your department's record of excellence:

- My two years of service with the Joplin Police Department include zero disciplinary infractions and several commendations.
- I have responded to and helped resolve over 30 domestic violence calls.
- Among my military awards are an Army Achievement Medal and a Silver Star, and I also received a Distinguished Service Award for my work as a police officer.

I eagerly anticipate the chance to tell you more about my background and what I can do for your department going forward. I am glad to talk at a convenient time for you.

Kind regards,

(Insert Signature Here)

Sgt. John Johnson, U.S. Army (Ret.)

P.S.—Another topic I'd love to discuss is the community outreach program I set up for Joplin's police department!