

Mina Sayed

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January 1, 2022

Mr. Caleb Morris

Senior Hiring Manager
Philadelphia Police Force
(987) 654-3210
philadelphiapoliceforce.com

Dear Mr. Morris,

As a police officer with over five years of experience, I've developed expertise in community engagement and emergency response. During my time with the Chester Police Department, I led initiatives to build positive relationships within the community to prevent crime and increase public safety. I believe that my ability to interface with diverse communities makes me uniquely qualified for the police officer position with your organization.

The Philadelphia Police Department has a strong reputation for fairness, equity, and inclusion that strongly aligns with my core values as a member of law enforcement. I believe the only way we can de-escalate conflicts is by taking the time to understand the needs of the communities we serve. I am confident that I can provide valuable contributions to your department based on my past achievements:

- Managed response to a variety of emergency incidents, car accidents, crimes in progress, and domestic disputes and utilized conflict resolution techniques to de-escalate critical situations
- Built relationships within the community to establish trust between citizens and law enforcement, which included fielding concerns from community members in a public forum
- Closed over 150 cases successfully in 2020, including theft, violent crimes, and drug crimes

I would like to schedule an interview to provide more insights into how my background in community engagement can help your department continue to build positive relationships with local citizens. You may contact me via phone or email at your earliest convenience. I appreciate your time and consideration.

Sincerely,

(Insert Signature Here)

Mina Sayed