

CHARLES FLYNN

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April 6, 2021

SAIMA MUSTAFA

Senior Hiring Manager
Air Force Civilian Service
(876) 543-2109
s.mustafa@youreemail.com

Dear Ms. Mustafa,

Last year, I successfully resolved 98% of straightforward incidents by apprehending and detaining a suspect within the department's target timeframe. My extensive knowledge of investigative techniques and intelligence gathering allowed me to achieve outstanding outcomes and protect the public. I hope to demonstrate the same skills as an officer in the Air Force Civilian Service.

As a dedicated officer with more than nine years of experience, the Air Force Civilian Service's reputation for investigative excellence appeals to me. The following accomplishments show that I have the knowledge and skills to become an asset to your service:

- Acting promptly and with sound judgment as the on-scene commander responding to an active shooter incident, resulting in zero casualties in a high-risk situation
- Achieving a score of 99.9% for implementing routine responses during spot checks in 2020
- Training seven new recruits in September 2020 to increase their knowledge and application of intelligence gathering protocols

I would like the opportunity to discuss how my abilities can help the Air Force Civilian Service achieve its aims in 2021. Please get in touch to schedule a suitable interview.

Sincerely,

(Insert Signature Here)

CHARLES FLYNN

P.S. I would like to explain why I was singled out for promotion in March 2019.