

Ashley Handley

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456 My Street, San Diego, CA 76543

Alan Chen

Salt Lake City Police Department

123 Your Street,

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(123) 456-7890

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[month, day, year]

Dear Mr. Chen,

Last year, I successfully de-escalated 87% of high-conflict situations without the need to resort to force, making me the top-performing officer in my department for achieving peaceful resolutions. I believe that my ability to remain calm under pressure and my excellent persuasive skills allowed me to calm heated altercations. I hope to demonstrate the same outstanding interpersonal skills as a patrol officer at the Salt Lake City Police Department.

As a dedicated officer with over two years' experience and a strong sense of commitment to the Salt Lake City community, the opportunity to protect and improve the lives of local residents appeals to me. My recent achievements demonstrate my suitability for the role:

- Achieving a 99.8% accuracy rating for incident reports last year
- Receiving praise three times during performance appraisals for my appropriate and proportional use of physical force
- Demonstrating cool-headedness and quick-thinking when responding to a serious security incident to prevent significant loss of life

I would love to meet with you to discuss how my skills and experience can make me a valuable part of Salt Lake City's Police Department. Please get in touch to schedule a convenient interview.

Sincerely,

Ashley Handley

P.S. I would love to explain how I ranked in the top 5% of officers for stolen property recovery last year.