

# Andrew Michaels

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456 My Street, San Diego, CA 76543

**John Scott**  
**Western Regional Police Department**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

[month, day, year]

Dear Mr. Scott,

As a longtime member of the Northern Central Police Department, I have a wealth of experience with patrolling the local area and building relationships within the community. I have a firm sense of justice, and I proactively involve myself in the life of the neighborhood to foster trust and respect from the residents. I am certain that I can continue these practices and serve with the Western Regional Police Department to the best of my ability.

For over 10 years while on the force, I have had multiple key accomplishments that highlight my skills as an officer. These include:

- Developing an anonymous reporting system to encourage officers and other staff members to report illegal or unethical workplace activity
- Being recognized for completing police reports and all required paperwork on time for 8 consecutive years
- Creating a one-week, advanced training course to provide fellow officers with tools and education regarding de-escalation tactics

I would greatly appreciate the opportunity to discuss with you further how I could contribute to the Western Regional Police Department.

Sincerely,

Andrew Michaels

P.S. I'd love to tell you about the time I successfully resolved an active shooter situation.