

Charles Flynn

example@myemail.com | (098) 765-4321 | 456 My Street, San Diego, CA 76543

Saima Mustafa
Air Force Civilian Service
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youreemail.com

[month, day, year]

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.

The following accomplishments show 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 2023
- Training seven new recruits in September 2023 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 2024. Please get in touch to schedule a suitable interview.

Sincerely,

Charles Flynn

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