

July 15, 2015

Sonja Verbeek
Director of Human Resources
Kingston Police
705 Division Street
Kingston, Ontario K7K 4C2

RE: POLICE CONSTABLE

Dear Ms. Verbeek:

I am confident my education, community involvement and work experience make me a well suited candidate for the Police Constable position posted on the Kingston Police website.

I recently graduated from the Police Foundations diploma program at Loyalist College. This program has provided me with 320 hours of field experience gained through placement with the Belleville Police Service and Quinte West OPP. While on placement I observed and followed legal requirements when dealing with high risk situations and I worked closely with the public to ensure their safety. I feel my knowledge of the laws; regulations and various parameters of federal, provincial and municipal jurisdictions make me a strong candidate for the position. In addition, I currently volunteer with Big Brothers Big Sisters Ottawa and Ottawa Food Bank. This volunteer work has given me an insight into different levels of our society and strengthened my ability to work with different age groups.

I would like the opportunity to meet with you so we can further discuss my qualifications. I can be contacted by phone or email through the information provided above. I look forward to hearing from you and am available to meet at your convenience. Thank you for your time and consideration.

Sincerely,
Derek Larson

Derek Larson

SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS COVER LETTER ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLAAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL