

Jordan Smith

January 16, 2026

Acme Police Department

RE: Entry Level Police Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Police Officer position at Acme Police Department, as advertised on your official website. My passion for community service and commitment to upholding the law have led me to pursue a career in law enforcement, and I am excited about the opportunity to contribute to the safety and well-being of the Acme community.

During my time at the City University, where I earned my Bachelor's degree in Criminal Justice, I have been actively involved in various community outreach programs that foster positive relationships between law enforcement and the public. For instance, I led a team of students in organizing a community safety fair that aimed to educate residents about crime prevention strategies, resulting in a noticeable increase in neighborhood watch participation. Additionally, I completed an internship with the Acme Police Department, where I assisted in data collection and analysis regarding local crime trends. This experience not only enhanced my analytical skills but also provided me with practical knowledge on the day-to-day operations of the department.

I am eager to bring my strong communication skills and dedication to public service to the Acme Police Department. I believe my proactive approach and problem-solving abilities will make a meaningful contribution to your team. I would welcome the opportunity to further discuss how my background and enthusiasm for law enforcement align with the goals of your department. Thank you for considering my application; I look forward to the possibility of discussing my candidacy in more detail.

Sincerely,

Jordan Smith