

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Police Officer

Dear Hiring Manager,

I am excited to apply for the Internship Police Officer position at Acme Corporation, which I discovered on your careers page. With a strong passion for community service and a commitment to upholding the law, I am eager to contribute to your team and gain valuable experience in law enforcement. My academic background in Criminal Justice, combined with my hands-on volunteer experience, aligns well with the goals of your department.

During my time as a volunteer at the local community center, I organized safety workshops for youth, which educated over 150 participants about crime prevention and personal safety. This experience not only enhanced my public speaking skills but also deepened my understanding of the importance of proactive community engagement in policing. Additionally, I completed an internship with the city's Public Safety Office, where I assisted in coordinating neighborhood watch programs. I collaborated with local law enforcement to improve neighborhood security, demonstrating my ability to work effectively in team settings and foster positive relationships with community members.

I am keen to bring my strong work ethic and dedication to the Internship Police Officer role at Acme Corporation. I look forward to the possibility of discussing how my background, skills, and enthusiasm for law enforcement can contribute to your team. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Smith