

John Doe
950 Tharp Road #1000
Yuba City, CA 95993
(530) 555-5555

August 1, 2013

Human Resources
Sutter County Superintendent of Schools Office
Yuba City, CA

Dear Hiring Professional,

In response to your recent advertisement listed within the Sutter County One Stop Surveillance Technician you have available at this time.

I am completely interested in this opportunity and see it as a very challenging and rewarding position where I would utilize my strengths of software applications, analytical capabilities, powerful communication skills and possessing a working knowledge and understanding of discerning the needs of high end customers, while representing your organization in a highly professional manner.

Along the lines of confidentially and serving an internal team for the success of the program and in the protection of the casino's assets, I believe my law enforcement background would be a key contributor to the success of your established business. In serving as a Peace Officer my experience in working with the public and behind the scenes activity, I have the ability to recognize suspicious or questionable activities and would identify and report this behavior according to company policy and guidelines. I have a high attention to detail and in this I am confident I am a match for your organization as I have the experience as a Computer Technician where my role is to analyze data, monitor computer systems, troubleshoot problem areas, compute and establish reports utilizing spreadsheet software, and having the knowledge to implement available resources.

I thank you in advance for your review of my resume. I look forward to an interview opportunity where I may reveal to you the many facets of knowledge and appreciation I have for this industry and you may witness my level of knowledge and capability.

Respectfully yours,

John Doe

Enclosure: Resume