

Dear hiring manager,

Availing this opportunity, I would like to express my sincere interest in working at your organization. I have over 35 years of experience in various domains of the police department. My years of experience have enabled me to gain in-depth knowledge and capability, including excellent communication and people skills which, I believe, will allow me to deliver successful results for your organization.

I am adept in crime prevention, felony laws, and patrol procedures. I have a solid educational foundation and prominent associations due to my membership in various organizations and services in multiple communities. I have received several training pertaining to law enforcement, medical techniques and firearms. I have a passion for law enforcement and would welcome the opportunity to contribute to your community relations and crime prevention goals

In addition, consider the following highlights of my experience

- Successfully operated and conducted several projects and administrative tasks to improve the efficiency of the Police Department. Successfully lead the voluntary process to achieve the Massachusetts initial Certification/Accreditation of the police department
- Responsibility as department head to conduct a municipal police department consisting of 16 appointed police officers and additional 12 civilian/volunteer members as the tenured the Chief of Police
- Consistently promoted throughout the job experience, starting from the position of special police officer (1984-1987)
- Supervised 16 law enforcement employees including general administration, develop job and patrol Assignments
- Received numerous letters of Commendation by Board of selectman and Community Members, Emergency Medical Service and Civic Organizations for my 16 years of service as the chief of police in the community
- Served as a certified Massachusetts Licensed Emergency Medical Technician for 27 years

Fully prepared to exceed your expectations for this position and substantially benefit the organization, I look forward to meeting with you to discuss how my qualifications position me to make an immediate and positive impact at your company.

Thank you for your consideration.

Sincerely,

Jonny G. Downes III