

992 North Elm Street  
Belleville, Illinois 62220  
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Date

Mr. Mark Green  
Public Safety Director  
Southwestern Illinois College  
2500 Carlyle Avenue  
Belleville, Illinois 62221

Dear Mr. Green:

I would like to apply for the position of Public Safety Officer, which is now advertised on the Southwestern Illinois College Job Database. This position greatly interests me. Therefore, enclosed is my resume for your review.

During the past----years, I have acquired extensive experience learning all aspects of law enforcement, private security and public safety procedures and implementation. My interest is not only in being a good police officer, but to be involved with the intervention stage with youth. I have participated with the Police and Children Together Program (PACT), and volunteer for the PACT mentoring program. Experience in areas of: assisting at-risk, high risk, behavioral, single parent homes.

Additional skills that I would bring to this position are:

- A willingness to take on new responsibilities
- Self-motivation and ability to provide excellent results working individually or as a team member
- Enthusiasm and initiative
- Computer experience
- Ability to interact with the youth on a one-on-one basis

I am confident that I can immediately contribute to -----. My skills and experience fit well with your requirements. Should you have any questions, contact me at (618) xxx-xxxx, or E-mail:--. Thank you for your time and consideration.

Sincerely,

(Student's Signature)

Type—Students Name

Enclosed: Resume, Application, References, Transcript