

ROGER ARNOLD

466 Geneva Street
San Rafael CA 90000

(555) 555-5555
rarnold@isp.com

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Ms. Deborah Jacobsen
Vice President, Corporate Security
Megacorp Enterprises
1111 Allen Road
San Francisco CA 94000

Dear Ms. Jacobsen:

Could you use a law enforcement management professional with a successful track record in security program planning, implementation and operation, as well as a reputation for effective leadership and exceptional team-building? If so, I believe you will find the enclosed résumé worth a close look.

Throughout my law enforcement / security career, I have focused on empowering my subordinates to succeed by encouraging them to develop their strengths and grow professionally. In many cases where individuals were dissatisfied, I resolved the underlying problems and turned their attitude around. This approach consistently produces highly effective, supportive teams under my command.

Prior to my current work in the executive protection field, I managed up to 250 police officers and 50-100 civilians as a Watch Commander, Division Commander and SWAT Team leader with the Haslett County Sheriff's Department. I also managed custodial facilities that housed over 3,000 inmates and dealt frequently with operational issues that included budgets, staffing and scheduling. As president of the Deputy Sheriffs' Association, I successfully negotiated several union contracts and resolved a variety of personnel problems.

In addition to becoming a Certified Executive Protection Specialist, I ensure my continuing ability to handle demanding responsibilities by maintaining excellent physical condition. For example, I compete as an amateur boxer and recently won a World Title in this sport.

Based on my experience and strong commitment, I am confident that I can add significant value to your security function. If appropriate, I would like to schedule a meeting to discuss your needs and the contribution I can make to the success of your organization. I look forward to speaking with you soon.

Sincerely,

Roger Arnold

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