First Name Last Name

Street Address

City, State 00000

**Date**

Name

Position Title

Company’s Name

Street Address

City, State 00000

Dear Mr. Smith,

As a graduating senior of the Hostos Community College’s Fraud Examination & Financial Forensics Associate in Science degree program, I am very interested in being considered for the Police Forensic Science Technician.

My unique abilities and history of increasing leadership responsibility specifically suit me for the challenges involved in affecting positive impacts with in this role. Please consider the following samples of my abilities for this position:

* Extraordinary record keeping abilities and excellent communication skills
* Knowledge of the practices, procedures and techniques used to prepare, examine and analyze laboratory specimens
* Consistently make accurate observations

I have the education, knowledge and skills to provide accurate service while maintaining confidentially and acting with integrity.

I am the best applicant for this job and I hope to meet with you soon to discuss the details along with how I can be a great asset to your forensic team. Furthermore, I would love to speak with you sometime regarding my application. If you wish to contact me, please do not hesitate at 123-456-7890 or email: professionalemail@gmail.com. Thank you for your time and for considering my application for the Police Forensic Science Technician.

Sincerely,

***Signature***

Name