

**SAMPLE STUDENT**  
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October 1, 20xx

Human Resource Manager  
Harper College  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Human Resource Manager,

I am very interested in the **Community Service Officer** position advertised on Harper College's website. My work experience along with my education and familiarity with the community and culture of Harper College will allow me to perform the duties of this position successfully.

As you can see from my attached resume, I will be completing my Associate in Applied Science, Law Enforcement and Justice Administration Degree from Harper College in December 20xx. My qualifications include:

- Experience providing a safe and secure environment
- Ability to patrol on foot for an extended amount of time
- Excellent written and verbal communication skills
- Available to work flexible shifts, weekends and holidays

I would welcome the opportunity to work as a Community Service Officer at Harper College. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student