

9 Cranford Drive
Alameda, CA 16242

December 9, 2012

Gary Packett
Director, Public Safety
City of Detroit
1256 Marbury Boulevard
Detroit, MI 86543

Dear Mr. Packett:

I recently learned of the Security & Public Safety Analyst opportunity with the City of Detroit and am eager to use my education and experience to help ensure success in this capacity.

I will graduate in May with a Bachelor of Science in Homeland Security from Embry-Riddle Aeronautical University. My studies included such topics as Law and Policy, Technology and Systems, Emergency Management Strategy and Policy, and Terrorism and Emergency Management. I have also completed several FEMA courses. The rigorous research involved in these courses has honed my analytical capabilities and strengthened my computer skills; I can easily gather statistics and other data from a multitude of sources, condense the information into key points, and present them effectively through such mediums as Excel, Access, and PowerPoint.

Those skills earned me particular success in my part-time job in the Veterans Affairs Office on Embry-Riddle's campus as I consolidated reams of paper files and condensed them into a new Access database easily searchable by any of over 50 criteria. I also compiled a user manual for the database so that other staff in the office could maintain and utilize it to its fullest potential.

I am eager to begin my career in a position that enables me to serve my country and my fellow citizens, and I am confident that my skills can be an asset to the City of Detroit. Please contact me at (386) 555-2938 or hlsecure@email.com to discuss the Security & Public Safety Analyst position and how my qualifications would be a good fit.

Thank you for your time and consideration.

Sincerely,

H. Landon Secure