

Richard Someone

January 6, 2008

Mr. Jeff Howard
Owner
Howard's Private Detective Service
7458 - 85th Street
Somewhere, Alberta T8V 3F6

Re: Special Investigation Manager

Dear Mr. Howard:

In response to your advertisement in the December 27, 2006 issue of the *Some News Tribune*, enclosed is my resume for the position of **Special Investigation Manager** with your firm, which specializes in security projects and undercover work. My strong expertise includes over 15 years in law enforcement, security management, and public relations.

Throughout my career, I have initiated numerous, investigations that otherwise might not have been pursued. I have been commended and gained a reputation for quick and accurate assessment of situations, using strong analytical and troubleshooting skills. Being known for **exhausting all possible leads** has attributed to my career success. A recent example includes:

Reopened child homicide criminal investigation that had been dormant for years. Retraced all leads and re-interviewed all witnesses - asked for public assistance. Resulted in arrest and conviction, which incarcerated the responsible criminal for 25 years without parole.

You will benefit from my ability to motivate a team, monitor budgets, meet administration requirements, lead undercover investigations, accurately document cases, and handle crises. Additionally, I possess a high energetic level and strive to complete assignments with top-notch efficiency.

Enclosed is my resume to provide you with details of my skills and accomplishments, however, I am positive a personal interview would more accurately reveal my qualifications and the contribution I can make towards your organization's future success.

Thank you for your time and consideration. Please do not hesitate to contact me should you have any questions.

Sincerely,

Richard Someone

Enclosure