James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Cover letter for the post of a detention officer

Dear Mr. or Mrs. or Ms. HR Manager,

I am happy to be writing this letter to apply for the detention officer post at [mention the name of the organization]. Serving your reputable organization is what I have been dreaming about ever since I was a child, and I am sure that soon I will be able to, as I possess all the desired documents and certificates that are required for this role.

From one of the top 10 educational institutions in the country, [mention the name], I got a prestigious [mention the name of the degree] in [mention the name of the department] and after that, I acquired an extra [mention the name of the course certificate] to further solidify my chances of working at your organization later.

For [mention the time period], I have worked at [mention the name of the organization]. With utmost responsibility and sincerity, I have performed all my duties and responsibilities, some of which included ensuring the security and safety of the inmates, citizens, and jail operations personnel, conducting daily headcounts, processing and supervising the inmates, responding to security and medical emergencies, etc. I am glad that because of me my team, my superiors, and the higher authorities were always proud.

I have all the skills of a good detention officer, right from excellent listening, communication, and interpersonal skills to team-working and stress management skills. I hope to acquire more and prove myself to be a major asset to the organization as I continue serving in this field for a long time.

I will be honored if you consider me for this role, and I will always do my best and will never disappoint you. All my hard work and efforts will be for the betterment of this organization.

Thank you, and I will be waiting patiently to hear from you.

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]