

# Criminal Justice Cover Letter Sample 1

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**Janette Spurs**

365 Chestnutt Avenue, Dover, Maryland 32111

*jspurs@email.com*

789-412-5632 (Home)

July 9, 2018

**Mr. Ronald Brown**

Human Resources Director

**Hurd Industries**

999 Wind Gate Avenue, Dover, Maryland 51123

Dear Mr. Brown,

I am excited to apply for the loss prevention opening that you have advertised on Hurd Industries' website. As someone with five years of experience in loss prevention and an associate's degree in criminal justice, I am qualified for the position. I also understand that Hurd Industries prides itself both on customer service and delivering quality products. While working at Byrd's Call Center, I developed a true affinity for delivering quality customer service. This attribute, combined with my experience as a loss prevention associate and training in criminal justice, will allow me to be a worthy addition to your team.

At the present, my primary job tasks as a loss prevention specialist involve identifying both internal and external instances of theft. My criminal justice tasks also involve investigating potential causes of fraud, whether they are committed by an employee or a potential customer. I am also responsible for taking control of situations in which visitors to our company are verbally or physically disruptive. I work closely with the company's security team in order to make sure that the workplace remains a safe and comfortable environment.

One of my most notable achievements as a loss prevention specialist has been my ability to make a noticeable impact upon the amount of internal fraud that has affected our company. Since I began working for the company, the internal fraud rate has decreased by 33%. I've also had a significant impact on the amount of external theft, which has decreased by 50% since I joined the company.

My technical skills include the ability to utilize loss prevention industry standard devices, such as CCTV, Intagral, and Loronix. I am also well-versed in most computer programs, including both Apple and Microsoft programs. Additionally, I am highly skilled in remaining calm in dangerous and stressful situations. My ability to work within a team is another skill set that I highly value and believe will be one that will benefit your company immensely.

I have enclosed a resume that goes into much greater detail about my previous work experience. By examining that resume, you will be able to see my abilities in both the customer service skills

that you value and the loss prevention that you require for this position. I would be happy to further discuss my abilities in person. I would prefer to be contacted by phone, but you may also contact me through email to schedule an interview.

Sincerely,  
Janette Spurs