

## Criminal Justice Cover Letter Sample 2

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**Adam Glenn**

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July 9, 2018

**Mrs. Janine Peters**

Hiring Supervisor

**Springfield Prison**

12 Appleaseed Boulevard, Springfield, Illinois 74563

Dear Mrs. Janine Peters,

I am a disciplined and experienced correction officer with formal educational training in criminal justice. Having noticed your advertisement in the June 29th edition of the Springfield Times, I would like to apply for the position. I have a bachelor's degree in criminal justice from Springfield Technical College, and I worked for ten years in the Allen county sheriff's office as a correction officer. Currently, I hold the rank of captain.

In my job as a corrections officer at the sheriff's office, I complete all of the intake paperwork. This frequently includes taking fingerprints and performing searches on new inmates. I am also responsible for booking new inmates as they come into the facility. When inmates are released, I am responsible for processing their discharge and making sure they exit the facility calmly and peacefully. I have been involved in escorting inmates around the facility and responding to the public's questions about our policies.

Many of my proudest achievements at the sheriff's office have involved training other correction officers. Many of the officers who I have trained have not had the benefit of formal training. For this reason, I have been responsible for explaining the majority of the criminal justice system to them, including intake and discharge procedures, inmates' rights, and basic safety protocols. In 2015, I redesigned our training program from scratch and rewrote the training manual.

I have certifications in handcuff safety and firearms. I am certified as a correction officer by the state of Illinois. In addition to the hands-on skills that I have developed as a correction officer, I have a thorough understanding of criminal behavior, forensic science, and abnormal psychology due to my college courses in criminal justice. I also have advanced knowledge of criminal law and how group dynamics affect prison populations.

I believe that my cover letter and resume will convince you of my qualifications for the position of correction officer for your facility. If you would like to further discuss the ways in which I can benefit your existing correction officer structure, I would be happy to discuss them with you in person. Please contact me by either email or phone in order to arrange an interview.

Sincerely,  
Adam Glenn