December 6, 2020

Public Safety Dispatcher Supervisor

Kansas City, Kansas Police Department

Dear Public Safety Dispatcher Supervisor:

I was excited to see your opening for a Public Safety Dispatcher in the Kansas City, Kansas Police Department. My qualifications for this job include excellent communication skills and customer service and problem-solving skills. For 3 years, I have helped customers with disputes and services in a timely manner.

In addition to this experience, I am bilingual. I speak and write in Spanish, which I use to help others. I also bring to the table strong computer proficiencies in Microsoft programs like Word and Excel. I am able to type 40 words per minute and more.

I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking. Enclose is my resume. Please see my qualifications stated and more. I would like an opportunity in the Public Safety Dispatcher Department. Please email me at anamartin@emailservice.com or contact me at (913) 777-7777 to arrange an interview anytime and feel free to leave a voice message. I will return the call.

Thank you for your time and I look forward to talking to you about this opportunity!

Sincerely,

Ana Martin

1209 N. 50th St.

Kansas City, KS 66102

anamartin@emailservice.com