Douglas Gary Schwall

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Human Resources Unit

To Whom It May Concern:

I would like to introduce myself as a candidate for the position advertised with your company. As having the education (Bachelor’s Degree) and experience (20 plus years in civilian law enforcement plus sales; both of which involve high levels of customer service and **SALES**), I believe I can exceed your expectations and increase sales for this reputable company.

I have over 20 years of civilian law enforcement experience and have, over my career, worked beyond the state borders; amassing contacts nationwide on both a municipal, county, state, and federal level. Over these 20 years I have amassed extensive hours in advanced/specialized training, career advancements, and have been recognized for my law enforcement actions, and have always been praised for my work ethic at my previous law enforcement agencies. My qualities include, but are not limited to, maintaining a continuous case load which required extensive time management skills and ability to author complete and comprehensive reports, both verbally and in writing. Gained a strong reputation in establishing ties in the civilian communities while making decisions, solving problems, planning, meticulous attention to detail, adapting to an ever-changing environment, and demonstrating high levels of customer service while working in a one-on-one environment. I have high levels of perseverance and have always been able to establish relationships, schedule appointments, and completion of other necessary tasks.

I have a thorough comprehension of what it takes to be a member of the team and relish the opportunity to grow this company. I **WILL RELOCATE** to the desired area if chosen to represent this company. I look forward to hearing from you to schedule an interview to further review my credentials. Should you have any questions or require additional information, please contact me at your convenience. Thank you in advance for your time and consideration.

Sincerely,

Douglas G. Schwall