

TRACEY'S COVER LETTER

Box 359
Wetaskiwin, Alberta
T9A 2G6

June 28, 2003

Mr. William Dickson, Supervisor
Loss Prevention
Big B Department Store
Red Deer, Alberta
T4N 3K2

Dear Mr. Dickson:

As a recent graduate of the Police and Security Diploma program at a community college in Edmonton, I was very interested in reading a recent article about your firm in the Enforcement newsletter. Your approach to loss prevention sounds both innovative and practical.

I am writing to ask for your advice and assistance in my search for a full-time position in the loss prevention field. If you are aware of positions that are currently available or may become available in the near future, I would certainly appreciate hearing about them. Central Alberta would be my preferred location, but I am willing to relocate anywhere in Alberta.

My training included an extensive field placement with the City of Edmonton Police Service. My work experience includes two and half years in the militia where I learned to work effectively with a variety of people, to defend myself, and to deal with emergency situations and administer first aid. I have enclosed my résumé to give you a more complete picture of my background.

I will be in Red Deer in two weeks time and will call you then. Any information you can provide about current or future job openings would be greatly appreciated!

Thank you for your consideration.

Sincerely,

Tracey Kozuchowski

Encl.