

# Security Officer Cover Letter Sample 1

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**Marc Needman**

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*MNeedman@email.com*

454 – 315 - 4785

**Mr. Kurt Sanders**

**Sanders Communications Incorporated**

3002 Sunset Sky Avenue, Park City, Utah, 30021

Dear Mr. Sanders,

I'm writing in regard to the security officer position you have posted in the local paper. I was also referred to you by your recently retired employee, Alan Dreer. As I understand, he was a highly valued employee, so I am very humbled to have him as a personal reference. I have received ample on-the-job training from my previous positions, hold a state registration, and a firearm license. I hope that you will kindly accept this application, as I am a highly resourceful and skilled professional.

Currently employed with Gilded-Heart Hospital, I am responsible for monitoring the grounds and ensuring the safety of this 300 room compound. On a daily basis, I have the surveillance equipment checked and updated/repaired as needed. My leadership skills allow me to easily manage my security team, and create an optimal schedule resulting in full security coverage at all times. Additionally, I am responsible for inspecting suspicious equipment and persons, handling conflicts, and removing individuals from the facility when needed.

During my time at Gilded-Heart, I have mastered conflict resolution, and have successfully implemented several techniques that converted conflict scenarios into positive outcomes. Due to my attention to detail and careful schedule planning, this year alone, I have saved the company a little over \$5,000 on payroll, by cutting out unnecessary expenses.

As you will see in my resume, I am proficient in driving safety, security, and loss prevention; all of which I am confident will enhance your current company assets. My strong work ethic comes from the pure dedication I have for this career, and I know I can offer an enthusiastic perspective to this position. I believe you will also find my certifications in CPR and self-defense skills of value. While I remain a generally friendly and approachable person, I am always alert and aware of my surroundings, and possess a heightened intuition.

Given my credentials, experience, and skills, I believe I would be of significant value to you and your company. I am truly passionate about creating and maintaining a safe environment for all, and have found this type of job to be, personally, very fulfilling. Thank you for your time and consideration, and I look forward to discussing my candidacy with you in person.

Sincerely,  
Marc Needman