

Security Officer Cover Letter Sample 1

Marc Needman

454 Unit C Fredrickson Road, Park City, Utah, 30021

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