

## Security Officer Cover Letter Sample 2

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**Kale Rutherford**

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424 – 553 – 3711

**Mr. Diego Garcia**

**Specter News Headquarters**

9001 Green Hedge Way, Salt Lake City, Utah, 30015

Dear Mr. Garcia,

I am writing to express my deep interest in the security officer position you have listed on HireMeNow.com. Having over 10 years of experience in this field, I believe I am not only well adept to perform this job at the highest level, but that you will find my work ethic to be superior. I possess the required registrations and a firearm license, both of which I keep updated by attending annual upkeep training programs. I am confident that with my experience and field related skills, I will be able to significantly benefit you and your company.

I currently work for City Square Mall, as their head security officer. I ensure the safety, security, and overall well-being of all visitors and personnel on and around the 1,300,532 square foot premises. I am responsible for preventing and effectively responding to emergency situations such as theft, property damage, assault, and fire, taking into account local, state, and federal regulations. Additionally, I am responsible for providing excellent customer service, and adhering to all company operating and service standards.

Since taking on this position at City Square Mall, I am proud to say that I have reduced the crime rate by over 60%. Through educating my team and skillful organization, I have successfully implemented highly effective conflict resolution techniques. Additionally, I host monthly training seminars to help my security team learn how to quickly spot suspicious activity, and respond to it before a crime is executed.

Overall, I maintain a highly procedure-focused mindset, and this is responsible for helping me optimize security services and reduce violations. I am well adept at problem solving, and am well attuned to my surroundings. I possess combat and self-defense skills, and am also certified in CPR. While I take directions well, I can easily work independently. However, I also understand the value of a good team, and jump at the opportunity to work with others.

As a potential employee of Specter News Headquarters, I hope to improve your security, and maintain a productive work environment. Being a highly competent security officer, I know I will bring a hard-working and service-focused attitude to this role. You will find that I meet all your requirements, so I hope to have the opportunity to discuss my resume with you soon. I look forward to hearing from you, and I thank you for your time and consideration.

Sincerely,  
Kale Rutherford