**SECURITY GUARD COVER LETTER**

James Philips,
Security Guard,
Pearl Street,
Greenside, OR, 5638

5th June 20XX

Mercy Sanders,
Human Resource Office

Dear Mrs. Sanders,

**Re**: Application letter

I’m applying for the security guard position advertised on the Oregon Post on 1st June 2021. I’m a practicing security guard with adequate qualifications and documentation. This, combined with my devotion to work, makes me a suitable candidate for the position.

I currently work for a high-ranking security firm. I’ve been a security officer for 8 years. Within this period, I’ve gained extensive experience that has seen my skills in providing security services progressively improve throughout the years.

I have effective communication skills that would be beneficial in an institution like yours that deals with people from different demographics. I’m well-built and have an interest in automated security systems.

I sincerely hope you can grant me this opportunity to be part of your organization. I am available for an interview. Do not hesitate to call at (414) 555-123.

Thank you.

Sincerely,

James Philips