Manager’s Name)

**HR Manager**

**Company Name**

**Company Address**

Date

Dear Mr. /Mrs. /Ms. (Manager’s Name)

Your company recently advertised on the Website’s Name website for a Head Security Officer. Kindly accept this application from a highly resourceful and skilled professional who is proficient in driving efficiencies, devising safety, security, and loss prevention procedures, and enhancing existing company assets.

I am skilled in converting conflict scenarios into positive outcomes through effective problem-solving and complaint handing skills. Currently employed with Carter-William Hospital as the Head Security Officer, I am responsible for monitoring and ensuring the safety of the 400+ room hospital compound. I have successfully managed the scheduling for the securing team which has led to an average payroll saving of $4000. I am pleased to state that my experience in handling emergency situations and theft prevention is above par with your expectations. Additionally, the training that I have received has provided me with the knowledge to cope with unforeseen threats.

To further support your base requirements, I can bring an enthusiastic and perspective to this position. I take direction well, but am also capable of working independently.

My resume is enclosed for your consideration. I firmly believe that I would be an asset to your team and would very much appreciate the opportunity to discuss how my experience and certifications could contribute to your firm.

Thank you for your time and consideration.

Sincerely,

**Name**

**Address**

**T: Phone number**

**E: email address**