**SECURITY GUARD COVER LETTER**

Maggie Treep,  
Human Resource Manager,  
Lixon Microfinance Ltd,  
Birmingham, PA 33224

4th June 20XX

Dear Ms. Treep,

**Re**: Application for the security guard position

I am submitting my application for the security guard position advertised on 31st May 2021 on your website. I have extensive experience in corporate security of more than 10 years. As a result, I believe I am suitable for this position.

I’m currently in search of a new challenge and a chance to grow my career after being a security guard at Bryon&Co for the last 7 years. At my previous place of employment, I went above and beyond to ensure company property and community were protected and never had any complaints made against my team and me in the period I was there.

My skills in my profession are:

* Physically fit and built to handle multiple people for a large corporation like Dixon Ltd.
* Confidentiality
* Observant
* Professionalism suitable for corporate security

I proposed the implementation of the biometrics access system at Bryon&Co that simplified access and improved attendance record keeping in the company. I’ve attached my resume for referencing on training I’ve undertaken and other qualifications.

Thank you for taking the time to review my letter. I look forward to hearing from you. My phone number is (555) 422 – 990.

Faithfully,

Harrison Fauler