**Alex Weaver**

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**Today’s date**

Mr. Randall Freeman, Human Resources Coordinator

ABC Company   
Address, City, State, zip

**Re: Security Guard**

Dear Mr. Freeman,

In response to your job posting for a security guard for your new mall, I would like to submit my resume.

The job description calls for a responsible, alert, experienced male in top physical condition, attributes which match my own profile.   
I respond quickly to suspicious activity, have attended training courses, and project a no-nonsense, professional attitude.

As my resume states, I have more than ten years of experience in monitoring premises, authorizing or denying entry to visitors, and summoning police when necessary.   
I am familiar with using security equipment such as electronic wands, metal detectors, and x-ray scanners to detect drugs, weapons, explosives, and shop lifted merchandise, and have experience screening cars and other vehicles for entry.

I can monitor premises with surveillance cameras and provide a quick and efficient armed response when the situation demands it. In addition, during my patrols of premises, I observe and report unlocked doors, water leaks, and unattended parcels.

I would like to meet with you and discuss the position further, as well as share with you some of the unusual situations I encountered during my work and how I resolved them.

Please be in touch with me at your earliest convenience. I can work day or night shifts.

Thank you.

**Alex Weaver**