**Jason Scott**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 555-555-55555 ⬩ yourname@vmail.com**

**Today’s date**

Mr. Justin Kelly

Company name

Address, City, State, zip

Re: Security Officer Job Post

Dear Justin Kelly,

In reference to the ad for a security officer at Trump Tower in this week’s New York Times, I would like to express my interest in the position.
I refer you to my attached resume for details concerning my education and past career experience.

I would like to add that I am used to communicating with people of all ages and cultures, and use my strong judgment skills to prioritize responses. My years of experience have exposed me to many situations and bestowed a variety of tools I utilize in dealing with them.

I use my security training to enforce regulations and security requirements, remaining alert to suspicious activity and attempts to distract my attention, while welcoming visitors pleasantly and verifying their reason for being on the premises.

I can train company employees in violence prevention regarding other staff members, unwanted visitors, and their fellow commuters, and provide first aid in emergency cases.
I perform whatever actions are warranted to secure a building, including patrolling it, using security equipment such as metal detectors, and investigating questionable acts.

I am able to assume responsibility for the job immediately, and am available to work either day shifts or night shifts.

Please be in touch with me at the above contact information so we can arrange for an interview in person.

Thank you for your time and consideration.

Sincerely,

Jason Scott