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| **robert smith**  **Intelligence Officer** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

When I reviewed your job announcement for Intelligence Officer with your renowned security agency, I wanted to submit my resume for your consideration. Being a highly experienced and dependable individual, I am confident of qualifying as your Intelligence Officer. I have been trained in basic military training, pursued a course from the Army Intelligence Centre and post-graduated from a renowned defence intelligence university.

Please pay a glance at the below duties I perform in the current firm:

* Probing and collecting crucial details from numerous sources.
* Assessing the validity and relevance of the incoming details.
* Monitoring the security aspects.
* Prepare detailed reports for the review of the high-ranking officials.
* Track and provide data of the suspected acts done on the part of enemies.
* Maintain and update the security systems.

Furthermore, I am a self-motivated person with excellent listening skills and have great prioritization skills to excel in the role. I would be truly honoured to perform investigative research and team collaboration to thrive in this challenging job role.

I would like to extend my thanks for your consideration. I am attaching my resume for you to get a sneak peek of my academic and professional credentials. I am hoping to receive a call letter for a personal round of interview and discuss the job details further.

Best Regards,

[Your Name]