**Robert Smith**

***Contact details***

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**IT Security Analyst**

[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],

I am writing this letter as evidence of my skills and work experience that align with your job expectations for the open position of IT Security Analyst with your firm. My Bachelor's degree in IT and adequate experience as an IT Security Engineer have prepared me with unparalleled expertise in implementing security solutions for the latest security threats.

Here are the highlights of my essential duties in the current company:

* Analyze the emerging IT security threats and devise measures to handle them.
* Plan for data recovery and develop contingency strategies.
* Test and evaluate the functioning of security software and applications.
* Make use of numerous analytical tools to scrutinize the threat patterns.
* Implement firewall and encryption.
* Inspect the security alerts and quickly provide incident responses.
* Prepare reports for the review of the stakeholders.

In addition to the above role responsibilities, I have a strong foundation in developing computer security software, superior logic and reasoning, comprehensive knowledge of the latest network security trends, and an outstanding ability to anticipate security issues. My background provides me with a unique qualification to become your IT Security Analyst.

I am grateful to you for reviewing my job profile. I have enclosed my updated resume for you to know more about my job qualifications. I will follow up for further rounds of the interview at your earliest convenience.

Best Regards,

[Your Name]



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