

**Robert Smith**

**Security Guard Supervisor**

[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],

Upon consideration of your posting for a Security Guard Supervisor at \*\*\*, I felt compelled to submit my resume for your review. As an experienced security professional with comprehensive experience in maintaining and supervising security for VIPs, I believe that my services can contribute to the success of the company's objectives.

I have the ability to learn the company policies in a short time frame and adhere to them when it comes to safety and security. I thrive in high-impact, fast-paced environments as well as have the patience to wait and provide dormant security as needed. Furthermore, my skills lie in my ability to observe and grasp the surroundings well and make a productive impact on the team.

Consider the following highlights of my qualifications:

* Guarded the assigned areas to assure workers, buildings, as well as equipment, are in safety, and the overall security of \*\*\*\*\*\* is maintained.
* Produced comprehensive reports about any property damage, product theft, and in general any sort of violations, in the rare circumstance of it happening.
* Requested and reviewed the proof of identification of every individual entering as well as exiting the premises.
* Made note of the vehicle and phone numbers of any accompanying guests throughout the buildings as necessary
* Politely yet firmly denied entrance to unauthorized visitors.
* Earned management's trust through outstanding communication skills and strong work ethic.
* Strong physique, good stamina, and commendable skills in self-defense.

I am confident that if positioned I would greatly exceed your expectations, and substantially benefit the organization. I look forward to discussing the position and my qualifications in further detail.

Thank you for your time, and consideration.

Sincerely,

[Your Name]