

**Robert Smith**

**Security Manager**

[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 learning of your opening for a Security Manager role, I hastened to submit my resume for your review. With my skilled, and detail-oriented nature, and a solid background in checking and providing security services, I believe that I would be an invaluable asset to your organization’s security department. My career spans an excellent track record of success in leading and managing \*\*\*\* and \*\*\*\*’s security teams. In addition to my 6 years of experience in security, I have a strong background in business as I have done my MBA from the \*\*\* University. I also have experience in finance and human resource, and I feel that this background will enable me to view the big picture as I develop strategic plans that align with \*\*\*’s goals. The following achievements demonstrate my qualifications

* Spearheaded \*\*\*\*’s operation by successfully implementing and managing risk assessment, and security incident response programs
* Worked in \*\*\* from \*\*\* to \*\*\* and developed and implemented policies and procedures relating to information security, personnel security, and physical security
* As a Security Coordinator at \*\*\*, I maintained a safe and protected environment for all employees, management, and visitors, wherein my team consisted of 25 security officers whom I supervised to provide security for a \*\*\* event that comprised around 150 guests
* Proficiency in security software and well-trained to respond to emergencies

I understand how a business operates, and I also have a keen sense of observation, whilst delivering protection. I am also proactive when it comes to identifying security threats and strive to take steps to mitigate them before they turn into a problem. I am confident that my skills, and experience would prove to be an asset to your organization. I would appreciate an opportunity to discuss my qualifications and the position in further detail. Thank you for your time and consideration.

Sincerely,

[Your Name]