

OLIVIA MARTINEZ

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DATE

Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Security position at TargetCompanyName. With a Bachelor of Arts in Criminal Justice and over 12 years of experience as a Security Manager, I have honed my skills in risk assessment, crisis management, and incident reporting, all of which align with your company's dedication to safeguarding people and assets.

Throughout my career, I have developed strong leadership capabilities that allow me to effectively collaborate with diverse teams while maintaining a proactive approach to security challenges. My background has equipped me with excellent analytical skills and an ability to remain calm under pressure—traits that are essential for monitoring premises and responding swiftly during emergencies.

I take pride in being detail-oriented, ensuring compliance with security protocols through regular inspections of systems and procedures. My commitment to providing exceptional customer service has fostered positive interactions with clients and visitors alike. At TargetCompanyName, where integrity and professionalism are paramount, I believe my adaptable nature will contribute significantly to creating safe environments for your clients.

TargetCompanyName's mission resonates with me deeply; I share your values of fostering trust through proactive measures. I am excited about the opportunity to work collaboratively within your esteemed organization while contributing toward achieving peace of mind for those we serve.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute positively as part of your team.

Sincerely,
Olivia Martinez