

## Hector Santos

Alkaline Security Services

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Santos:

As you can see from my attached resume, I have seven years of experience leading security operations and responding to high-pressure situations. In my previous role as the lead security guard, I managed a 15-person team and led training initiatives to improve response times by 15% at one of the nation's largest malls. I can achieve similar results for your company as the new security guard.

I understand Alkaline Security Services is seeking a candidate with exceptional leadership and conflict resolution skills. During my time with Aegis Security Corp., I led the development and implementation of a racial sensitivity and cultural awareness training program to address ongoing issues related to racial profiling. My leadership capabilities would be a strong asset to your team based on my previous achievements:

- Oversaw a team of 15 security guards, provided training on security protocols and reporting procedures, conducted performance evaluations, and provided coaching and mentorship
- Coordinated daily patrols of premises for a mall with over 700 daily patrons and interfaced with law enforcement to resolve security incidents, provide statements, and determine appropriate actions
- Identified peaceful conflict resolutions using de-escalation techniques to prevent violence and ensure the safety of customers

I'd like to set up an interview to discuss how my leadership experience can enhance your organization's delivery of security services. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

