

MILLICENT QUINTANA

Transportation Security Officer
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(678) 901-2345

March 17, 2021

Khadijah Akhtar

Senior Hiring Manager
Department of Homeland Security
(901) 234-5678
k.mohamed@youreemail.com

Dear Ms. Akhtar,

Last year, I detected a severe security threat and acted swiftly to protect the public and company property. My managers stated that my outstanding response and sound judgment directly averted a potentially catastrophic event. I hope to apply the same rapid assessment skills in the Master Transportation Security Officer role at the Department of Homeland Security.

As a seasoned officer with over 12 years' experience enhancing security in high-stakes situations at busy airports, the opportunity to use my skills and expertise to train new officers for your organization excites me. My achievements in 2020 show that I have the specialist knowledge and mentorship ability to become an effective leader. These include:

- Training five new hires to check passengers and baggage for hazardous items using screening equipment
- Receiving praise during my annual review for the proportionate use of force and tasers to quickly deal with security emergencies
- Supervising a team of six officers to detect 100% of dangerous objects during routine spot checks

I look forward to discussing how my thorough understanding of airport security procedures can help the Department of Homeland Security ensure public safety in 2021. Please get in contact to schedule a convenient interview.

Sincerely,

(Insert Signature Here)

MILLICENT QUINTANA

P.S. I would love to explain why I was selected for promotion in 2020.