

ROBERT RONALDSON

Cybersecurity Specialist 111
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Amy Amherst
Hiring Specialist
SKS Solutions
(100) 100-10000
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Dear Ms. Amherst,

Though my time in the U.S. Air Force is five years behind me, the traits I picked up there—including diligence and respect—have served me well in the private sector, as has my array of computer skills. My hope is that I receive the opportunity to bring my attention to detail and technical abilities to bear at SKS Solutions as your new Cybersecurity Specialist.

I believe your organization's stated mission—to go above and beyond for every client—is a noble and accomplishable one, especially with employees with backgrounds like mine in the fold. These military and private-sector highlights show the type of employee SKS Solutions would be getting:

- At my current organization, I have helped maintain 99.9% server uptime.
- Before leaving the armed services, I received an Air Force Commendation Medal for my work in cybersecurity.
- Since leaving, I have continued to expand my skills, including through my Information Security Manager and NIST Cybersecurity Framework certifications.

I look forward to having the chance to discuss my potential fit at SKS Solutions in more detail, and I am available as your schedule allows.

Kind regards,

(Insert Signature Here)

**Senior Airman Robert Ronaldson, U.S. Air Force
(Ret.)**

P.S. Given the opportunity, I'd jump at the chance to tell you about the time I stopped a huge security breach!