

# Jana Stone

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Miranda Richardsen  
HR Manager  
Tonatek Inc.  
(503) 555-3276  
miranda@tonatek.com

Dear Ms. Richardsen,

Streamlining the cybersecurity auditing program, and exceeding SOX compliance standards by 98%, became one of my proudest moments as a computer scientist manager at Quorma. I would like to bring this same level of dedication to Tonatek Inc. as your new IT security manager.

Tonatek's ability to introduce innovative encryption technologies is what I consider the future of customer-facing services. My 14+ years of experience and three supervisory roles has provided the skills that align perfectly with your standard of excellence in cybersecurity. I believe my previous successes would help Tonatek including:

- Management: Supervised a cybersecurity team of 20 members for remote training
- Compliance: Designed UEBA auditing program for 5,000 global staff members
- Certifications: Obtained CyberSecurityPM and an ISACA's CyberSecurity Audit certificate

I would like to discuss how my project management, team building, and troubleshooting skills would help your company. Please contact me for an interview at your earliest convenience.

Best regards,

*(Insert Signature Here)*

Jana Stone

P.S. — I would like to tell you more about my recent nomination for the Cybersecurity Excellence Award.