

# Robert Ortiz

Security Officer  
Boston, MA 12345  
robertortiz@youremail.com  
(123) 456-7890  
[LinkedIn](#)

January 1, 2024

## LORI TAYLOR

Senior Hiring Manager  
John F. Kennedy International Airport  
(987) 654-3210  
loritaylor@jfkairport.com

Dear Ms. Taylor:

Reducing health and safety incidents in my patrol area by 20% last year was one of my most notable career achievements. My keen observational abilities have allowed me to detect and diffuse security threats peacefully and efficiently throughout my career. I'm eager to leverage my unique skill sets in the security officer position at East Boston Medical Center.

As a dedicated officer with four years of experience improving safety and security in public service buildings, I have the qualifications and experience to thrive in a fast-paced health care setting. My unique background will allow me to enhance security operations for your medical facility based on my previous achievements:

- Monitored and patrolled a facility with over 200 employees and up to 300 active patients, responded to security incidents, and maintained composure during emergencies
- Ensured compliance with hospital and safety regulations to reduce risks and maintain secure environments for medical personnel, patients, hospital employees, and visitors
- Identified and reported potential security threats and safety risks quickly and efficiently and coordinated with the security team to improve the accuracy of incident reporting

I look forward to telling you more about how my experience working in high-volume health care environments would be an asset to your organization. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

*(Insert Signature Here)*

**ROBERT ORTIZ**