

# Aliya Jackson

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Celia Alvarez

John F. Kennedy International Airport

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Alvarez:

In 2023, as a security officer at the Philadelphia International Airport, I successfully identified and responded to over 15 security incidents per day. My ability to handle high-pressure situations with calmness and professionalism will allow me to excel in the security officer role with your organization.

I understand that John F. Kennedy International Airport needs an experienced security guard with exceptional leadership capabilities. In my previous position, I successfully improved response times by 10% across the security team. I can achieve similar success for your company based on my career achievements:

- Supervised a team of 13 security officers to detect dangerous objects and hazardous items, monitor suspicious activity, and resolve conflicts using de-escalation techniques
- Enforced security protocols and policies to ensure the safety of passengers, airport personnel, and customer property and identified opportunities to improve response times
- Provided crowd control support to prevent safety incidents and identify security threats during emergencies and high-volume periods

Please feel free to contact me with a time that works best for your schedule. I appreciate your time and consideration.

Best regards,

Aliya Jackson