

# Adam Smith

Toronto, ON • (000) 000 – 0000 • [asmith@gmail.com](mailto:asmith@gmail.com)

---

*Licensed, trained and experienced security guard seeking an opportunity within your company*

---

Date

Name of the hiring manager if possible

Hiring Manager

Paladin Security Vancouver

#201 - 3001 Wayburne Drive

Dear Hiring Manager,

I am writing to express my interest in applying for the Security Guard position with your company and I have attached my resume in order to be considered. Relevant to this position I have completed security training and obtained a valid Security Guard license. I have X+ years of professional security experience, a solid understanding of all security practices and protocol, and a valid G driver's license and First Aid Certificate.

Throughout my experience as a Security Guard, I have demonstrated my professionalism, tactfulness, and commitment to ensuring public safety and security. I have strong communication and interpersonal skills and can easily develop good rapport with the public in order to provide courteous service.

Most recently I have been working as a Security Guard with *XYZ Security Services* monitoring building entrances and front desks, providing access control, interacting with patrons and providing excellent customer service. My responsibilities have also included conducting foot patrol throughout the building, making detailed notes and reports, and identifying and reporting conflicts and incidents.

I know that if given the opportunity to showcase my skills in your Security position, I could prove to be an asset to your team. If you would like to set up a time to further discuss my skills, please feel free to contact me.

Sincerely,

Adam Smith