

April 08, 2025

HUMAN RESOURCE
HERITAGE CHRISTIAN UNIVERSITY
AMASAMAN-ACCRA
GHANA

Dear Sir/Madam

APPLICATION FOR EMPLOYMENT AS A SECURITY GUARD

I am writing to apply for the security guard position in your reputable organization. I am confident my 5 years of experience in the field of security can greatly contribute to your institution.

I have always given my full commitment to the job. I enjoy working very much. In my current position, my primary duties include hostel portal and security guard duties. As someone who takes pride in his physical shape, my condition allows me to work on my feet for an entire shift with ease.

In my years as a security officer, I have established a relationship with local law enforcement, and my professionalism has earned me praise from local officers and current supervisors. I am sure I can bring the same level of stellar work to your company.

I have extensive knowledge of the security industry and public safety. I enjoy working with the public, and I am able to stay calm in difficult situations. With that in mind, I believe I meet the job requirements of your institution.

During my career as a security officer, I would like to highlight some of the achievements that qualify me as a strong candidate for the job:

- Ensure the safety and security of students as well as patrons that lodge in Aseda Hostel and Brainy Baine International School.
- Conduct threat assessment with the sole purpose of mitigating risk and preventing vulnerabilities.
- Implementing new and improved surveillance technologies, all for the improved safety and security of my clients.

Last but not the least, I believe I can bring an enthusiastic person and perspective to the position. I always take directions well, but I am very capable of working independently as well. I believe I would be a great asset to your team and would appreciate an opportunity to discuss this in person.

Thanks for the time and consideration.

Sincerely,

Boakye Adams Foster
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