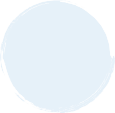
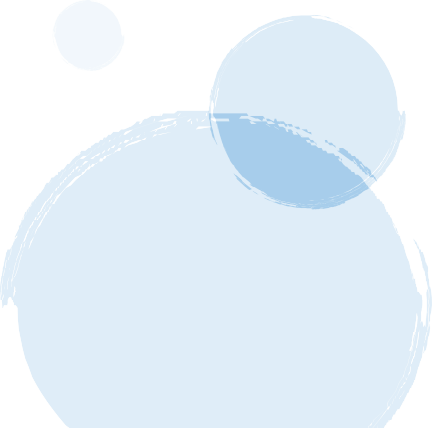
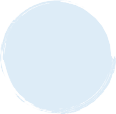


|  |  |
| --- | --- |
|  | **Oliver**  **Queen** |
| Man in suit on laptop in front of window | \*Insert Date of review  \*Delete - Note for Users: Adjust the introduction to fit the specific organization and role you are applying for.\* |
|  | **Good Morning,**  I am writing to express my interest in seeking contractual or permanent employment.  ***Note for Users:*** *Personalise the educational background section to match your qualifications.*  I have recently completed a Masters of Cybersecurity, which has aided rounding out the past 10 years of practical experience I have within the Information Technology field.  ***Note for Users:*** *Highlight relevant experiences and qualifications that align with the job you're applying for.*  With over 12 years Federal Government experience. During my career, I have been involved in, leading, managing, and coordinating a wide range of teams across a wide variety of ICT networks.  ***Note for Users:*** *Emphasise your key skills and accomplishments that are pertinent to the new role.*  I excel in planning, coordinating, identifying, and interpreting potential risks and flaws within systems and policies. My experience includes reading and understanding government regulations, collating and analysing information to ensure compliance.  ***Note for Users:*** *Tailor the skills and experiences section to showcase abilities that meet the requirements of the position you're applying for.*  Throughout my tenure in Government, I have honed strong oral and written communication skills, developed the ability to solve complex technical issues within set timeframes, and maintained excellent critical thinking, attention to detail, and analytical skills.  ***Note for Users:*** *Conclude with a statement that expresses enthusiasm and readiness for the new opportunity, and mention any specific documents or details requested in the job posting.* |
|  |

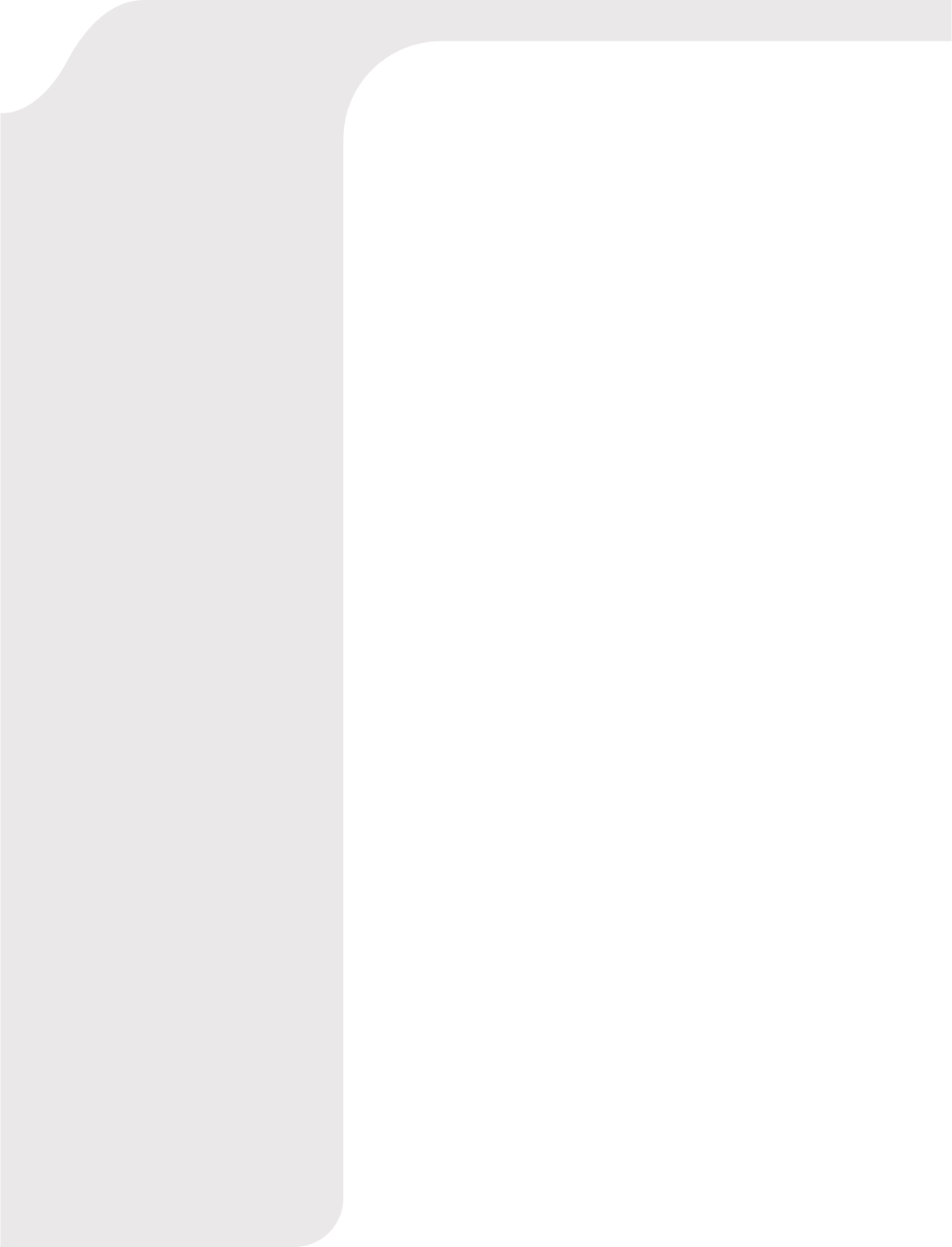


I am eager to bring my expertise and experience to a new role where I can contribute effectively and continue to grow professionally. Thank you for considering my application.

***Note for Users:*** *Remember to proofread your letter and ensure it aligns with the specific job you are applying for.*

Sincerely/Best Regards,

Oliver Queen





Oliver

QUEEN

Insert job title

# PROFILE

Summary of you and your job experiencs

# FUTURE INTENT

Continue to build on professional Project management and systems engineering profile.

# WORK EXPERIENCE

## Position, Company

Jan 22 - Current

Summary of job, responsibilities and systems.

## EDUCATION

## Certificate 4, Cybersecurity

2020

## SHORT COURSES

## Course title - Provider

Jan 2022

**SKILLS – SELF ASSESSED**

Leadaership #1 90%

Interpesonal Skills #2 80%

Project Managment #3 85%

Critical Thinking #4 80%

Schedule Coordination #5 90%

Technical Skills#6 90%

0.00% 25.00% 50.00% 75.00% 100.00%