

83 Richmond Ave
Deal, New Jersey 07723

October 9th, 2025

Persons full name
Persons position
Place of business
Street address
City, state, zip

Dear Mr./Ms. X,

As an undergraduate student studying Homeland Security, I analyze risks, research national security challenges, and study homeland security protocol, ranging from threat assessment to policy evaluation. My skills lie in critical thinking, collaborative problem-solving, and analytical reasoning. As an emerging graduate at Monmouth University, I feel my academic studies coupled with my professional skills make me an excellent candidate for the position of an agent at a state, federal, public, or private agency.

While at Monmouth, I served as a dedicated student in the Homeland Security program, actively engaging in coursework and research projects for 3 years. Through this, I developed skills in risk analysis, policy evaluation, and emergency response planning. I have also completed class-based assignments and case studies, which strengthened my abilities in critical thinking, collaborative problem-solving, and analytical reasoning.

Throughout my years at Monmouth as a student, I have learned to manage multiple priorities, establish and complete objectives, and meet tight deadlines through coursework, research, and team projects. My positive attitude, strong work ethic, and commitment enable me to maintain creativity, focus, and motivation in both academic and professional settings.

I feel my skills and academic training make me an ideal candidate for a position in your organization. I welcome the opportunity to discuss this matter further at your convenience. I can be reached at (609)-444-7419 or 1353025@monmouth.edu.

Thank you in advance for your consideration.

Sincerely,

Maxwell Hoagland.