

# COVER LETTER

15 February 2026

Ms Abby Tan  
Head of Human Resource Department  
Grab APAC Campus  
88 Seletar Gateway, 09-01  
Singapore 548888

**Application for Cybersecurity Analyst (Job Ref No. 50003)**

Dear Ms Abby Tan,

I am writing to express my interest in applying for the Cybersecurity Analyst role (Job Ref No. 50003) at Grab. I am a motivated cybersecurity graduate who focuses on security monitoring, incident response support, and vulnerability assessment, and I am eager to contribute in a fast-paced environment that values continuous learning.

Through hands-on projects, I developed practical vulnerability management skills by contributing to network and vulnerability scans using Nmap/OpenVAS, documenting exposed services and findings, and proposing prioritized mitigation actions. I also completed an incident investigation project using Wireshark, Sguil, and Kibana to analyze PCAP and alerts to build an incident timeline, identify key indicators of compromise, and recommend containment steps.

In addition, my IT support Internship strengthened my operational discipline through endpoint setup, applying standard security settings, patching support, and clear documentation before escalation. I understand the importance of confidentiality and sound judgment when handling sensitive information, including awareness of the PDPA-related responsibilities in protecting personal data.

I would welcome the opportunity to support Grab's cybersecurity operation team by reviewing alerts, assisting with triage, and helping track remediation activities with careful validation and clear reporting. Thank you for your time and consideration.

Yours sincerely,  
Koh Le Jie



# KOH LE JIE

CYBERSECURITY STUDENT, NANYANG  
POLYTECHNIC

## CONTACT

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## SKILLS

- Enterprise networking
- Security monitoring (Log/Alert Review)
- System administration
- Windows/Linux fundamentals
- Web development fundamentals: Flask, HTML/CSS
- Cloud fundamentals (AWS/Azure/GCP)
- Problem Solving
- Detail-Oriented

## CERTIFICATIONS

- Fortinet NSE 1-3 (Network Security Associate)
- Fortinet Information Security Awareness
- Cisco NetAcad: Intro to Cybersecurity, Cybersecurity Essentials



## EXECUTIVE SUMMARY

Motivated cybersecurity graduate focused on security monitoring, incident response support, and vulnerability assessment. Hands-on project experience in vulnerability scanning (Nmap/OpenVAS) and incident investigation (Wireshark, Sguil, Kibana). Detail-oriented with strong documentation habits and a careful approach to validating findings before escalation.



## WORK EXPERIENCE

### Income Insurance Limited (Internship)

SEP 2023 - APR 2024

#### IT Support Specialist

- Imaged and set up desktops/laptops (OS cloning + device configuration)
- Applied company endpoint policies and standard security settings.
- Managed device inventory and tracked issuance/returns.
- Provided IT support for company and BYOD devices (troubleshooting + escalation).
- Performed remote support for patching, software installs, and issue resolution.



## PROJECTS

### Virtual Server Vulnerability Assessment (Nmap + OpenVAS)

- Scanned two Linux VMs with Nmap and OpenVAS; documented exposed services and findings.
- Identified 18 vulnerabilities, mapped CVEs/severity, and proposed prioritized mitigation actions.

### Network Incident Investigation (PCAP Analysis | Wireshark, Sguil, Kibana)

- Analyzed PCAP and alerts to build an incident timeline and identify key IOCs.
- Produced containment and prevention recommendations based on investigation findings.

### Web Development: Story & Memory Management (Flask, SQLite)

- Built story/blog CRUD with SQLite (comments, likes, views, bookmarks, reports)
- Added validation for title/content and image uploads (size checks) with flash + toast errors

## LANGUAGES

- English (Native)
- Chinese (Conversational)



## EDUCATION

<b>Nanyang Polytechnic</b> Diploma in Cybersecurity	<b>2025 - 2028</b>
<b>ITE COLLEGE CENTRE</b> Higher Nitec, Cyber & Network Security   <b>GPA: 4.0</b>	<b>2022-2024</b>
<b>Deyi Secondary School</b> GCE N-Level (Normal Technical)   <b>Aggregate: 5</b>	<b>2018-2021</b>



## AWARDS

<b>Outstanding Graduate Award - ITE College Central (2025)</b> Higher Nitec, Cyber & Network Security
<b>ST Engineering Book Prize - ITE College Central (2025)</b> Higher Nitec, Cyber & Network Security
<b>Silver Course Medal - ITE College Central (2025)</b> Higher Nitec, Cyber & Network Security
<b>Director's List (Top 10%) - ITE College Central (2022-2024)</b> Higher Nitec, Cyber & Network Security
<b>Edusave Skills Award - MOE (2024)</b> Higher Nitec, Cyber & Network Security
<b>Academic Award - Deyi Secondary School (2021)</b> GCE N-Level (Normal Technical)



## CO-CURRICULAR ACTIVITIES & LEADERSHIP

<b>Board Games Club Member - Nanyang Polytechnic (2025-2028)</b> Participated in student bonding sessions through group board game activities and collaboration with peers.
<b>Class Vice-Chairmen - Deyi Secondary School (2019-2020)</b> Assisted in managing class affairs and organizing student bonding activities events.
<b>Class IT Representative - Deyi Secondary School (2018-2021)</b> Provided first-level technical support for classroom AV systems and ensured proper handling of IT assets daily.
<b>Dragon Boat Member - Deyi Secondary School (2018 - 2021)</b> Demonstrated physical resilience and teamwork through intensive weekly training sessions and competitions