

COVER LETTER

15 February 2028

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

RE: Application for Cybersecurity Analyst (Job Ref No. 50003)

Dear Ms. Abby Tan,

I am writing to express my strong interest in the Cybersecurity Analyst position at Grab. I'm drawn to Grab because securing a platform people rely on daily means every security decision has real impact at scale. With hands-on IT support troubleshooting experience and a defensive mindset, I'm eager to contribute through alert triage, evidence-based investigation, and clear documentation.

My resume outlines my technical proficiency with tools like Nmap and Wireshark, but what it cannot fully capture is the mindset I bring to defense. During my time as a member of the Board Games Club at Nanyang Polytechnic, I learned that winning requires anticipating an opponent's moves three steps ahead. I apply this same strategic thinking to cybersecurity. I don't just look at alerts as errors to fix, but treat them as a starting point to validate what happened and determine the best response. I constantly ask, "If I were the attacker, what would I do next to cause further damage?" This curiosity drives me to investigate the context of issues and not just the surface symptoms.

This strategic approach is backed by the operational discipline I gained during my IT Support internship. I supported end users by troubleshooting device and system issues such as policy mismatches, login failures, server connection problems, VPN failures, and hardware faults. I worked methodically by confirming symptoms, isolating the root cause, coordinating with relevant teams when needed, and documenting fixes clearly so issues don't repeat. Through this experience, I learned that strong security and IT processes only work when they support users without slowing down the business.

I am excited to have the opportunity to contribute to Grab's security operations. My resume is attached for your review.

Thank you for your time and consideration, and I look forward to an interview.

Yours sincerely,
Koh Le Jie



KOH LE JIE

CYBERSECURITY STUDENT, NANYANG
POLYTECHNIC

CONTACT

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🌐 My Portfolio Website

🌐 LinkedIn Profile

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 to maintain accurate asset records.
- 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)

- Conducted a vulnerability assessment on two Linux VMs simulating a small enterprise environment using Nmap and OpenVAS.
- Identified 18 vulnerabilities, mapped CVEs by severity, and recommended prioritised mitigation actions for remediation.

Network Forensics & Ransomware Analysis

- Investigated a CryptoWall ransomware incident by analysing network traffic and logs with Wireshark, Sguil, and Kibana
- Reconstructed the attack timeline, identified key IOCs, and proposed defensive controls such as segmentation and patching.

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

- Built a Flask-based CRUD web application to manage stories and user interactions using SQLite.
- Implemented validation and error handling to ensure data integrity and improve user experience.

LANGUAGES

- English (Native)
- Chinese (Conversational)



EDUCATION

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



AWARDS

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



CO-CURRICULAR ACTIVITIES & LEADERSHIP

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