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| --- |
| **Your Name** |
| 74 Derby Blvd., Alexandria, VA 22315 • yourname@mail.com • (423) 047-1701 |

[Today’s Date]

[Hiring Manager’s Name]

hiring.manager@gmail.com

Dear [Mr./Ms./Mx.] [Hiring Manager’s Last Name],

I was excited to see your listing for the Cyber Security Engineer position on Indeed. As a Cyber Security Engineer with 10+ years of experience managing organizational security for external threats and risks, I look forward to the opportunity to bring my exceptional technical, analytical, and problem-solving skills to the Cyber Security Engineer opening at [Company Name].

Whether working on implementing effective cyber security plans or delivering proactive information security and threat management services to large organizations, I’m adept at maintaining optimal security and business continuity. In my current role as Cyber Security Engineer for Value Stream Engineering, I maintain the security of 300+ network users to protect against unauthorized modification, destruction, and disclosure. Please consider the following highlights of my career which are aligned to the position advertised:

* Detected and removed over 250 new viruses and malware while safeguarding and observing more than 60 websites without any major attacks
* Reduced security risks by 20% by installing physical access controls
* Implemented a multi-layer security system for the institution, including enhanced anti-virus, anti-spam, and anti-spyware software, which reduced malware risk by 47%

I’m confident that my strengths in cyber security planning, information security, and IT operations will help [Company Name] maintain a 100% risk-free environment. I’d greatly appreciate the opportunity to meet with you and further discuss my qualifications and your requirements in detail. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

*Richard Williams*