



Open

INFORMATION TECHNOLOGY

your.name@gmail.com [\(XXX\) XXX-XXXX](tel:(XXX) XXX-XXXX) [142 Your Address Blvd, City Name, CA XXXXX](#)

[Today's Date]

[Hiring Manager's Name]
[341 Company Address]
[Company City, State xxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

This email is in regards to my interest in applying for the (POSITION) recently posted on (website). With my skill-set and competencies I am more than able to investigate several forensic examination processes and monitor security systems for multiple fortune 500 companies.

While pursuing an Associate Degree in Information Security and Digital Forensics from Trident Community College, I have developed skills in reverse engineering, computer forensics, networking and information security. This knowledge has enabled me to operate in Windows and Linux platforms and master multiple security principles.

I started my career as an Information Security Intern with Chicago Government in May 2011. Working under the direction of senior members, I monitored the overall security of the system and investigated likely loopholes. Utilizing my academic and professional knowledge, I dedicated two years with Technology Smart while working in the capacity of Network Operations Center Monitoring Technician. Here I gained an opportunity to work in a Datacenter environment, improve existing documentation systems and implement stringent measures to improve the overall network security.

I currently work as a Security Operations Center Security Analyst with Security Professionals Inc., where I have been able to further strengthen my technical acumen. I have attached my resume highlighting my academic and professional skills and look forward to hearing from you in due course.

Sincerely,

[Name]

POLICE OFFICER

your.name@gmail.com [\(XXX\) XXX-XXXX](tel:(XXX) XXX-XXXX) [142 Your Address Blvd, City Name, CA XXXXX](#)

[Today's Date]

[Hiring Manager's Name]
[341 Company Address]
[Company City, State xxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am excited to submit my application for the full-time police officer position at the New Haven Police Department. I have three years of experience working as a police officer for the Albuquerque Police Department, and am a graduate of the West Virginia State Police Academy. I believe that I have the requisite skills and abilities to perform the duties you've stipulated exceptionally well.

During my three years as a police officer, I performed area patrols on foot, bicycle, and in patrol cars, responding to traffic incidents, domestic disputes, and reports of criminal activity. My performance was above standard, and I was frequently praised for my calm and authoritative demeanor even during moments of tension and hostility.

I am aware that the rate of crime in New Haven is higher than average, and I am keen to use my skills to assist and protect the community to the fullest extent possible. My training and personal characteristics make me a perfect fit to handle both tough situations and present a pleasant face to the New Haven community.

For all of the above reasons, I am confident that you will find me to be a compelling candidate. You can contact me at your_email@gmail.com or by phone at (###-###-####). I am available any time for an interview, as I am now a permanent resident of New Haven. I look forward to discussing this opportunity with you in detail.

Sincerely,

[Your Name]

NICOLE KING

Sometown, VA 55555 • Cell: (555) 555-5555
Email: nk@somedomain.com • LinkedIn URL

Emergency Medical Technician • EMT-B

Certified EMT and dedicated member of emergency response teams delivering fast, quality care during medical emergencies, accidents, fires, natural disasters and other crisis scenarios. Passionate medical services provider able to remain calm under pressure and react swiftly in urgent and life-threatening situations.

EMT Skills

- Emergency Medicine
- Patient Assessment & Vital Signs
- Medication & IV Administration
- Pre-Hospital Emergency Care
- Intubations & Infusions
- Emergency Vehicle Operations
- Rescue & Medical Equipment
- First Aid & CPR
- Ambulatory Transport
- Splinting & Bleeding Control
- Airway Management
- Patient Stabilization
- Patient Care Documentation
- Medical Terminology
- Incident Command Systems (ICS)

Professional Experience

ABC AMBULANCE COMPANY • Sometown, VA

Emergency Medical Technician (EMT), 2014 to Present

Following completion of EMT training, hired as a full-time EMT by private ambulance company. Work collaboratively with emergency services personnel in responding to 911-dispatched calls to provide pre-hospital care, life support and patient transport.

Achievements:

- Leveraged comprehensive knowledge of emergency medicine to assess, treat, stabilize and transport seriously ill or injured patients to area hospitals and trauma centers.
- Provided skillful medical care to revive and stabilize patients suffering from traumatic injuries, cardiac arrest, strokes, seizures, drug overdoses, hypothermia and other serious conditions.
- Calmed and reassured patients and family members, enabling accurate gathering of crucial information (e.g., allergies, medications, pain levels) to aid in care decisions.
- Served on taskforce that researched, selected and installed GPS navigation system providing ambulance drivers with real-time traffic and road conditions. This new technology accelerated emergency response-time by 20% during a.m. and p.m. rush hours.
- Honored with "EMT Star" award following recommendation and implementation of inventory management program that ensured timely replacement of expired medication and outdated supplies.

Education

DEF COLLEGE • Sometown, VA

- Accredited by the Commission on Accreditation of Allied Health Education Programs -

Associate of Applied Science in Emergency Medical Services (EMS)

Certifications:

- Virginia Emergency Medical Technician-Basic (EMT-B)
- ACLS, BLS, PALS, First Aid, CPR, AED
- Geriatric Education for Emergency Medical Services (GEMS)
- Prehospital Trauma Life Support (PHTLS)
- Emergency Vehicle Operators Course (EVOC), Virginia

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