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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]

123 Company Address

Company’s City, State, Zip Code

(xxx) xxx-xxxx

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:

* 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*

**Logo

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**Dear Job Seeker,**

**We recently updated all of the cover letter templates on** [**ResumeGenius.com**](https://resumegenius.com/) **to reflect the most recent HR and hiring trends.**

Our goal is to give our users the best chance at landing job interviews, and our templates are a major part of how we aim to accomplish this goal.

Each of our newly designed and re-designed templates were built specifically to bypass the Applicant Tracking System software companies use to filter out candidates, and are formatted to be visually pleasing and easy to read.

But while our cover letter templates take the pain out of formatting and provide a strong foundation for your own cover letter, it takes effective writing to win over the hearts of employers, hiring managers, and recruiters.

If you’re still struggling to write your own cover letter, check out these free resources so you can put together a cover letter that showcases how you’re the best person for the job:

·     [Cover letter builder](https://resumegenius.com/cover-letter-builder)

·     [How to write a cover letter](https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter)

·     [Cover letter examples](https://resumegenius.com/cover-letter-examples)

Once you’ve written a great cover letter, pair it with a convincing resume by using a matching [resume template](https://resumegenius.com/resume-templates). Here are a few resources to help you write a resume that gives your application the edge it needs to land you the interview:

·     [Resume builder](https://resumegenius.com/)

·     [How to write a resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)

·     [Resume examples by industry](https://resumegenius.com/resume-samples)

Best regards,

Shape

Description automatically generated with medium confidence