

JOHN Q. SECURITY

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April 28, 2003

Mr. John Smith
Director, Information Technology
DEF Corporation
12345 Main Street
Plano, Texas 90000

Dear Mr. Smith,

It was with great interest that I read your recent posting in the Times for an IT Security Specialist. Managing large-scale security projects requires a unique blend of expertise in strategic planning, process development and leadership, along with in-depth technical knowledge. I believe that my qualifications are an ideal match for this position, and I am confident I would make a valuable and immediate contribution to your operations.

The following are highlights of my qualifications:

- A distinguished career directing the development of quality network and security solutions, including the design, configuration, and support of fully functional, reliable and secure systems;
- Technical proficiency in numerous platforms, network protocols and administration tools;
- Comprehensive industry training providing a broad understanding of preemptive security measures, intrusion detection, vulnerability isolation and fault analysis;
- Exceptional leadership abilities with the demonstrated capacity to build, train, and mentor highly productive and motivated cross-functional teams.

In addition, I offer outstanding organizational skills, which have proven to be a critical asset in developing, maintaining, and supporting dynamic information security solutions. These qualities, combined with my dedication and tireless work ethic, should enable me to make a positive impact at DEF Corporation.

Enclosed is a copy of my resume for your review. I would welcome a personal interview at your earliest convenience to discuss your needs and objectives and the possibility of working together to meet them. Thank you for your time and consideration.

Sincerely,

John Q. Security

Enclosure