COVER LETTER

Sir,

**APPLICATION FOR THE POST OF SECURITY GUARD**

I humbly write to apply for the post of a Security Guard in your organization. My names are Samuel Ugochukwu Ejielo. I obtained certificate for security guard from Security Industry Regulatory Agency (SIRA) in 2018. I believe that my strong technical training from SIRA will make me a very competitive candidate in your establishment.

I possess key strength for succeeding in this position as security guard stemming from my excessive interest and SIRA experiences. I have worked for two big offices; I am self motivated and eager to learn new things. I strive for excellence and can provide exceptional contributions to the development of the establishment.

I have the skills of **Basic security, Gate keeper / Reception desk, Patrolling, Fire prevention, fire fighting, Accident prevention, First aid and People of determination (POD).**

As I am waiting for your notice for an interview, I promise to discharge my duties effectively and diligently, if my humble application is considered.

Please find attached my Curriculum Vitae for additional information and other documents for your perusal.

Thanks for your time and consideration.

Yours faithfully,

**Samuel Ugochukwu Ejielo**

**CURRICULUM VITAE**

**SAMUEL UGOCHUKWU EJIELO**   
Mobile: 0581213308

Email: kizito@outlook.com  
Dubai –U.A.E

Date of Birth 11-12-1975

Visa – Employment.

**SECURITY GUARD**

**HIGHLIGHT**

* **Basic security**
* **Gate keeper / Reception desk**
* **Patrolling**
* **Fire prevention and fire fighting**
* **Accident prevention and First aid**
* **People of determination (POD)**

**Experience**

**Security Industry Regulatory Agency (SIRA). 2018**

Worked as a Barista, Waiter with Mousse Chocolate, City walk Dubai   
 **June 2017 Till DATE Cancelled:**

**Food and Beverage Server**

* Greeted customers as they arrive
* Helped them seat on the table of their choice
* Provided menus and take orders
* Served food and beverages
* Offered welcome drinks to customers

**Security Guard** Jan2016 To May 2017 **Pro tea Hotel Lagos**

* Protect premises from fire, flood, criminal damage and defacement.
* Protect property from theft or damage
* Response to alarm activition
* Prevention and deterring of crime
* Prevention of loss and waste
* Observe, report and record all health and safety incidents / infringements.

**Security Guard** Feb2013 toDec 2016Greenstone Mall Lagos

* Welcoming customers and dealing with customer concerns
* Controlling entry and exit
* Maintaining a log of vehicles entering and leaving the mall
* Prevent the unauthorized removal of equipment and material from a location.
* Ensure only authorized vehicles access the premises.
* Ensure that appropriate personal protective equipment is worn as necessary
* Protection of private property belonging to staff and visitors against loss, theft and demaged
* Ensuring that any security breaches noticed while on patrol are reported and monitored.

**EDUCATION:**

* Diploma in Computer Science
* Diploma in Food & Beverage
* Secondary School Certificate (0’Level)

**SKILLS**

* Good Computer Knowledge
* Good Communication skills
* Team player
* Knowledge in Fire fighter

**REFERENCE:** To be provided upon Request.

**DECLARATION:**

I certify that the above information are true and correct to the best of my knowledge and ability. If given me a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.