

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Security Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Security Analyst position at Acme Corporation, which I discovered on LinkedIn. With a strong background in cybersecurity and a commitment to protecting organizational assets, I am excited about the opportunity to contribute to your team and enhance your security posture.

In my previous role at Tech Innovations, I led a project that reduced security incidents by 40% within six months. By implementing a comprehensive security awareness training program, I educated employees on recognizing phishing attempts and adhering to best practices for information security. Additionally, I conducted regular vulnerability assessments and successfully identified and mitigated critical risks, which not only safeguarded sensitive data but also improved compliance with industry regulations.

Moreover, my experience with SIEM tools, such as Splunk, enabled me to develop and automate incident response workflows that decreased response time by 30%. This proactive approach not only streamlined our operations but also empowered the security team to focus on strategic initiatives. I am adept at analyzing complex data sets to identify anomalies and trends, ensuring that potential threats are addressed promptly and effectively.

I am eager to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to contribute to your security team and help drive the success of your cybersecurity initiatives.

Sincerely,

Jordan Smith