

Access Control Cover Letter

89642 Boehm CirclesCarterport, WV 51642-4790

Dear Casey Dietrich,

In response to your job posting for access control, I am including this letter and my resume for your review.

Previously, I was responsible for systems engineering & integration analytical support for hardware and software development on a new major missile system command and control capability.

Please consider my experience and qualifications for this position:

- Use current work order system to manage calls, document problems and solutions
- Document techniques and procedures
- Install, troubleshoot, and repair panic intrusion alarms and work toward migrating them onto the S2 Access Control System
- Schedule and coordinate battery replacement for wireless locks, intrusion detection panels, and Uninterruptable Power Supplies (UPS)
- Maintenance and repair of onsite door control hardware and electronics including door strikes, card readers, RTE/REX devices and all applicable hardware components of a properly designed Access Control System
- Assist with telecommunications voice and data installation and repair as needed
- Enterprise Access Control Systems – Intermediate/Advance
- Knowledge of security procedures, disaster recovery and business continuity processes

I really appreciate you taking the time to review my application for the position of access control.

Sincerely,

Justice Balistreri