

Access Control Cover Letter

42806 Murray Ford East Jeromefort, ND 18597

Dear Drew Schmitt,

I submit this application to express my sincere interest in the access control position.

In my previous role, I was responsible for system maintenance and administrative functions including: system configuration and modifications; adding, removing and replacing hardware and software items; system start up, shut down, backup and restore; database administration and maintenance; and system user access control.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Working knowledge and experience with video management systems (advanced), physical access control systems (advanced), radio over IP (ROIP) (Beginner/Intermediate), intercom (Beginner/Intermediate), Physical Security Information Management (PSIM) systems (Beginner/Intermediate), and mass communication systems (Beginner/Intermediate)
- Previous military or Law Enforcement experience
- Delegate and follow-up on task assignments and achievement
- Prepare project plans and associated documents
- Thorough knowledge of bank operations policies and procedures
- Thorough knowledge of console operations which includes programming knowledge of various access control applications and alarm systems software
- Knowledge of office operations and management in a large, complex environment
- Demonstrated familiarity with Microsoft Office suite of software

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

