

Personnel Security Specialist Cover Letter

827 Lacy HarborsJonesmouth, PA 91570-1793

Dear Emerson Willms,

In response to your job posting for personnel security specialist, I am including this letter and my resume for your review.

Previously, I was responsible for technical, security policy, and management guidance to the other applicable security and technical personnel and security compliance program implementation.

Please consider my experience and qualifications for this position:

- Lead in the implementation of the Personnel Security Program reporting requirements process
- Update the JADE database with all incoming Program Indoctrination Agreements (PIA) and Debriefing Statements
- Assist customers as to the status of PAR packages
- Experience and understanding of multi-level Program Access Requests
- Detailed knowledge of the DSS clearance process and a keen understanding of the intelligence community and SAP processes
- Personnel security experience
- Experience conducting interviews and security briefings, discussing analysis and opinion in a concise, logical and objective manner, and preparing written communications setting forth analyses and recommendations
- Meet all Grade 5 experience requirements to include those specified for former 1811 federal LE PSS

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Casey Bernier