

Personnel Security Specialist Cover Letter

6851 Toy CampLake Kizzymouth, MO 12733-1727

Dear Shiloh Parisian,

I am excited to be applying for the position of personnel security specialist. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for recommendations and suggestions affecting personnel security program missions, reviewing program material and provide feedback to the Security Officer to ensure effectiveness and efficiency of programmatic goals and operations.

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:

- Implements complex government security and/or intelligence programs and policies
- Author written documentation that clearly cites results of review and recommended courses of action
- Knowledge of the principles of criminal law, psychology, intelligence-gathering processes, investigative procedures, and logic sufficient to analyze pertinent information and initiate prudent action to resolve concerns regarding security clearance eligibility
- Thorough knowledge of the principles and practical application of interview techniques sufficient to explore fully sensitive topics with sometimes unwilling subjects
- Knowledge of the Department of Defense National Industrial Security Program Operating Manual (NISPPOM)
- Familiarity with e-QIP, ISMS, PIPS/JPAS, NCIC/NLETS and OPM Investigative products
- Experience with providing customer service excellence by communicating work status, methods, instructions, problems, requirements, options, and concerns with team members, managers, and clients in the IC clearly and

- Possession of excellent oral and written communication skills, including expertise in grammar

I really appreciate you taking the time to review my application for the position of personnel security specialist.

Sincerely,

Bellamy Rutherford