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19th July 2025

The Human Resource Manager,
JEFFTONI Company,
Plot 22, Allen Avenue,
Ikeja, Lagos State, Nigeria.

Dear Sir/Madam,

APPLICATION FOR THE POSITION OF SECURITY GUARD

I am writing to formally apply for the position of Security Guard at JEFFTONI Company, as advertised.

With over four years of experience in both corporate and residential security services, I believe I possess the discipline, vigilance, and dedication required to protect lives and property effectively.

I previously worked with Fortress Security Services in Lagos, where I was responsible for monitoring CCTV systems, conducting routine patrols, managing visitor access, and ensuring the safety of the premises 24/7.

I am physically fit, well-trained in conflict resolution, and highly alert in identifying unusual activities or potential threats.

I am a secondary school graduate with relevant security certifications, including basic First Aid and Fire Safety training.

I am also trained in the use of security communication equipment and have no criminal record. I take pride in being punctual, respectful, and always maintaining a professional appearance.

I would be honoured to contribute to the safety and reputation of JEFFTONI Company. I am available for an interview at your convenience and can be reached at 08034567890 or abdulasheed.musa12@gmail.com.

Thank you for considering my application.

Yours faithfully,
Abdulasheed Musa