

FEDERAL COVER LETTER

2658 Massachusetts Avenue, Washington, DC 20024 • christophersun@gmail.com • (202) 535-4006

December 9, 2021

Mr. Tanner Park
Justice Management Division, Security and Emergency Planning Staff
2 Constitution Square
145 N Street NE
Room 9W.300
Washington, DC 20530
tannerjpark@usdoj.gov

Dear Mr. Park,

I'm writing to apply for the Security Specialist role at the Justice Management Division in Washington, DC. I recently graduated from Georgetown University with a Bachelor of Political Science degree. I believe you'll find my keen interests in emergency and safety planning as well as 2+ years of working with security databases an asset to your team.

During my time at Georgetown University, I gained strong technical skills by working with Georgetown's Campus Security team as a part-time student intern. I performed administrative and IT duties, such as working with programs such as Microsoft Word, Excel, and Outlook along with keeping accurate records and updating the files in the database as needed.

This position led to my becoming a member of the Student Safety Advisory Board, where I participated in weekly meetings to address student safety and security concerns. I was also one of 20 students who were selected to design and test out features of Georgetown's safety app "LiveSafe" before it went live.

I also successfully managed my academic studies and class projects and worked collaboratively with my fellow students for presentations and seminars, resulting in a 3.9 GPA upon graduation. I was also a member of the Georgetown Institute of Politics and Public Service. In this club, students like myself connected with local politicians and journalists and discussed important court cases and how to improve national security. I'd be thrilled to work closely with the Intelligence committee and learn as a Security Specialist if given this opportunity.

Thank you for reading my cover letter. I'd appreciate the opportunity to meet with you in person to discuss my qualifications and your requirements for the role. You can reach me at (202) 535-4006 or christophersun@gmail.com to arrange an interview.

Sincerely,

Christopher Sun

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