

Job Description & Person Specification

We are seeking a reliable and motivated individual to join our team as a Security Guard. The successful candidate will be responsible for maintaining a safe and secure environment for staff, visitors, and property. This role requires strong awareness, attention to detail, and the ability to respond effectively to different situations. The Security Guard will monitor premises, control access, and ensure that all safety procedures are followed, making this an excellent opportunity for individuals looking to start a career in the security industry.

Key responsibilities include patrolling the premises regularly to ensure safety and prevent unauthorised access, monitoring CCTV systems, and reporting any suspicious activity. The role also involves controlling entry and exit points, checking identification where required, and responding to incidents, alarms, or emergencies in a calm and professional manner. In addition, the Security Guard will be expected to write clear and accurate reports of daily activities, ensure all procedures are followed, and maintain a visible presence to deter potential disturbances.

The ideal candidate will demonstrate strong communication skills, the ability to remain calm under pressure, and a high level of responsibility and awareness of safety. They should have good attention to detail, be able to work independently and as part of a team and always maintain a professional attitude. While previous experience is not essential, basic knowledge of security procedures and conflict management skills are desirable. Applicants should have GCSEs (or equivalent), and either hold an SIA licence or be willing to obtain one. The role may involve shift work, including evenings and weekends, and requires the ability to remain alert and active for extended periods in various working environments.

Soner Guldag – CV

PROFILE

A motivated and reliable individual with strong communication, leadership, and organisational skills developed through both professional and personal experiences. Demonstrates resilience, discipline, and the ability to remain calm under pressure, with a strong sense of responsibility and awareness of safety. Capable of working independently and as part of a team, with a proactive approach to problem-solving and maintaining secure environments.

KEY SKILLS

I possess strong communication skills, allowing me to interact effectively with a wide range of individuals in different situations. I am able to remain calm and composed in high-pressure or challenging environments, demonstrating emotional control and good judgement. I have developed excellent organisational and time-management skills, alongside leadership and team coordination abilities. I also show a strong awareness of safety, responsibility, and attention to detail, enabling me to assess situations quickly and respond appropriately. Additionally, I am reliable, punctual, and highly disciplined in my approach to work.

EDUCATION

I am currently studying at West Thames College (2023 – Present), where I am developing both practical and academic skills relevant to the workplace. Prior to this, I attended Logic Studio School of Football (2017 – 2022), where I developed discipline, teamwork, and leadership skills through structured training and participation in competitive environments.

WORK EXPERIENCE

As a Football Coach at Logic Studio School of Football (2022 – Present), I have been responsible for leading and supervising groups of young players while always ensuring their safety and wellbeing. This role has required me to communicate instructions clearly and effectively in order to maintain organisation and control. I have managed group behaviour and resolve conflicts in a calm and professional manner, demonstrating strong leadership by setting standards and acting as a role model. Additionally, I have been responsible for maintaining a structured and secure

training environment.

ADDITIONAL INFORMATION

I have developed strong personal resilience and the ability to adapt to challenging situations, which has strengthened my capacity to remain focused and composed. I am physically active and capable of performing roles that require alertness and stamina. I am willing to undertake further training, including obtaining an SIA licence, to support my development within the security industry. I am committed to maintaining a safe, professional, and well-organised working environment at all times.

COVER LETTER

Soner Guldag

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23 March 2026

Hiring Manager

Security Services LTD

Dear Hiring Manager,

I am writing to express my interest in the Security Guard position. I am a motivated and reliable individual with strong communication, leadership, and organisational skills, and I am confident that I can contribute positively to maintaining a safe and secure environment.

Through my experience as a football coach, I have developed the ability to supervise and manage groups effectively while always ensuring safety. This role has required me to communicate clearly, remain calm under pressure, and handle challenging situations in a controlled and professional manner. I have also gained experience in resolving conflicts, maintaining discipline, and taking responsibility for the wellbeing of others, which are all essential qualities for a role in security.

In addition to my practical experience, I have developed strong personal resilience and discipline through life challenges, which have strengthened my ability to stay focused and composed in demanding situations. I am able to assess situations quickly, make responsible decisions, and act with confidence when needed. These qualities allow me to remain alert and reliable, particularly in environments where safety and awareness are important.

I am a punctual, hardworking, and adaptable individual who is capable of working both independently and as part of a team. I am also willing to undertake any required training, including obtaining an SIA licence, to further develop my skills and meet the requirements of the role.

I am enthusiastic about the opportunity to begin a career in security and contribute to maintaining a safe and professional environment. I would welcome the opportunity to discuss my application further.

Thank you for your time and consideration.

Yours sincerely,
Soner Guldag