

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile]

[Date]

[Hiring Partner Name]
[Law Firm Name]
[Firm Address]

Re: Application for Data Privacy Associate Position

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the Data Privacy Associate position at [Law Firm Name], as advertised on [Platform where you saw the job]. As an attorney with [Number] years of experience specializing in privacy law and data protection, I am eager to contribute my technical knowledge and legal expertise to your firm's esteemed privacy practice.

In my current role at [Current Firm or Company], I advise clients on compliance with major privacy frameworks including the GDPR, CCPA/CPRA, and [Other Relevant Laws]. My experience includes drafting complex privacy policies, negotiating data processing agreements (DPAs), and managing cross-border data transfer mechanisms. I have also assisted clients in responding to data breaches and conducting privacy impact assessments (PIAs).

I hold a [JD/LLM] from [University] and am a [CIPP/E, CIPP/US, or other certification] certified professional. I am particularly drawn to [Law Firm Name] because of your recent work in [mention a specific case or practice area of the firm]. I am confident that my ability to translate complex regulatory requirements into actionable business advice will be an asset to your clients.

Thank you for your time and consideration. I have attached my resume and a list of representative matters for your review. I look forward to the possibility of discussing how my background aligns with the needs of [Law Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]