

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

[Date]

[Hiring Manager Name]
[Title]
[Law Firm or Company Name]
[Company Address]

Dear [Hiring Manager Name],

Re: Application for Cyber Incident Response Legal Associate

I am writing to express my strong interest in the Cyber Incident Response Legal Associate position at [Law Firm/Company Name]. As a legal professional with a focus on data privacy and cybersecurity law, I am eager to contribute my skills in managing complex data breach responses and navigating the evolving regulatory landscape.

In my previous role at [Previous Employer], I assisted in coordinating the legal response for several high-stakes security incidents. My experience includes conducting multi-jurisdictional privilege reviews, drafting data breach notification letters to regulators and affected individuals, and advising clients on their obligations under GDPR, CCPA, and various state breach notification laws.

I am particularly drawn to [Law Firm/Company Name] because of your reputation for [mention a specific case, practice area, or company achievement]. I am confident that my ability to remain calm under pressure, combined with my technical understanding of digital forensics and legal compliance, makes me an ideal fit for your incident response team.

I have enclosed my resume for your review and would welcome the opportunity to discuss how my background aligns with the needs of your cybersecurity practice. Thank you for your time and consideration.

Sincerely,

[Your Name]