

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

[Date]

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

Re: Application for Information Security Law Associate Position

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

I am writing to express my strong interest in the Information Security Law Associate position at [Law Firm/Company Name], as advertised on [Platform]. With a background in [mention your degree, e.g., J.D. or LL.M.] and a specialized focus on cybersecurity regulations and data privacy frameworks, I am eager to contribute to your firm's esteemed privacy and technology practice.

During my tenure at [Previous Firm/Organization], I advised clients on compliance with major information security standards and regulations, including [mention specific laws, e.g., GDPR, CCPA/CPRA, HIPAA, or NYDFS]. I have extensive experience drafting data processing agreements, conducting privacy impact assessments, and managing legal responses to large-scale data breaches. My approach combines rigorous legal analysis with a practical understanding of technical security controls, ensuring that clients mitigate risk while maintaining operational efficiency.

Your firm's reputation for [mention a specific practice area or recent case of the firm] aligns perfectly with my professional goals. I am particularly impressed by your team's proactive approach to emerging threats in [mention a specific industry, e.g., FinTech or AI]. I am confident that my ability to translate complex security requirements into actionable legal advice will make me a valuable asset to your team and your clients.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss how my expertise in information security law can support the goals of [Law Firm/Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]