

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position within the Technology and Data Privacy Practice at [Organization Name]. With my background in [mention specific field, e.g., regulatory compliance, cybersecurity law, or data licensing], I am eager to contribute to your team's reputation for excellence in navigating complex digital landscapes.

During my time at [Previous Organization], I focused on [mention a specific achievement, e.g., implementing GDPR/CCPA compliance frameworks or drafting cross-border data transfer agreements]. I have a proven track record of analyzing emerging technologies and assessing legal risks associated with [mention specific areas, e.g., Artificial Intelligence, cloud computing, or biometric data].

I am particularly drawn to [Organization Name] because of your recent work regarding [mention a specific case, deal, or company value]. My ability to translate technical concepts into actionable legal advice allows me to provide strategic value to clients while ensuring robust data protection standards.

I have attached my resume for your review and welcome the opportunity to discuss how my technical expertise and legal insight can support your practice. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]