

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

[Date]

[Hiring Manager Name]  
[Company/Law Firm Name]  
[Company Address]

Re: Submission for Global Privacy Law Associate Position

Dear [Hiring Manager Name],

I am writing to formally submit my application for the Global Privacy Law Associate position at [Company Name]. As a legal professional specializing in international data protection and privacy compliance, I am eager to contribute my expertise to your firm's global privacy practice.

During my tenure at [Previous Company/Firm], I gained extensive experience navigating complex regulatory frameworks, including GDPR, CCPA/CPRA, and emerging privacy laws across Asia and Latin America. My background includes advising clients on cross-border data transfers, conducting Data Protection Impact Assessments (DPIAs), and drafting comprehensive internal privacy policies and external notices.

Key highlights of my qualifications include:

- Providing legal counsel on global data residency and localization requirements.
- Managing incident response protocols and data breach notification procedures.
- Negotiating data processing agreements (DPAs) and standard contractual clauses (SCCs).
- [Certification, e.g., CIPP/E, CIPP/US] certification and a JD/LLM from [University].

I am impressed by [Company Name]'s reputation for [mention a specific achievement or practice area of the company] and am confident that my analytical skills and global perspective would be an asset to your team. I look forward to the possibility of discussing how my experience aligns with the needs of your privacy group.

Thank you for your time and consideration. Attached please find my resume and [mention any other documents, e.g., writing sample].

Sincerely,

[Your Name]