

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

RE: [Job Title] - [Reference Code, if applicable]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. With a background in [Number] years of experience within internal audit, regulatory compliance, and risk mitigation, I have developed a sharp eye for identifying systemic vulnerabilities and implementing robust control frameworks that align with [mention specific industry standards, e.g., ISO, GDPR, or SOX].

Throughout my career, I have successfully led initiatives to [mention a key achievement, e.g., streamline reporting processes or reduce compliance gaps by X%]. My approach combines meticulous data analysis with a proactive strategy to ensure that organizational operations not only meet legal requirements but also support long-term business integrity and resilience. I am particularly drawn to [Company Name]'s reputation for [mention a specific company value or recent achievement].

Key highlights of my qualifications include:

- [Key Skill: e.g., Policy Development and Implementation]
- [Key Skill: e.g., Risk Assessment and Mitigation Strategies]
- [Key Skill: e.g., Stakeholder Management and Regulatory Reporting]
- [Certification: e.g., CAMS, CISA, or CRMA designation]

I am eager to bring my expertise in internal risk management to your team and contribute to the continued success and security of [Company Name]. Thank you for your time and consideration of my application.

Sincerely,

[Your Typed Name]