

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

[Date]

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

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

I am writing to express my strong interest in the Internal Cybersecurity Compliance Manager position at [Company Name]. With a background in information security auditing and risk management, I am eager to help your organization strengthen its internal controls and maintain adherence to [Specific Frameworks, e.g., SOC2, ISO 27001, HIPAA].

In my previous role at [Current/Previous Company], I successfully led the internal compliance program by [Key Achievement: e.g., automating audit workflows or reducing non-conformities by X%]. I am skilled at bridging the gap between technical security requirements and business operations, ensuring that compliance is integrated into the daily workflow rather than treated as a periodic hurdle.

I am particularly drawn to [Company Name] because of your commitment to [Mention a specific company value or recent cybersecurity initiative]. I am confident that my experience with [Tool/Software Name] and my [Certification: e.g., CISA, CISM, or CISSP] designation will allow me to contribute immediately to your security governance team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in internal oversight can support [Company Name]'s long-term security goals.

Sincerely,

[Your Name]