

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: [Job Title] Application - [Reference Number]

Dear [Hiring Manager Name],

[Opening paragraph: State interest in the Compliance/Risk Management role and summarize years of experience in technical oversight, regulatory frameworks, and risk mitigation.]

Technical Proficiency & Regulatory Alignment

[Body paragraph: Detail experience with specific frameworks such as GDPR, ISO 27001, SOC2, HIPAA, or Basel III. Mention expertise in internal audits, GRC (Governance, Risk, and Compliance) software, and automated monitoring tools.]

Risk Mitigation & Strategic Impact

[Body paragraph: Provide a specific example of a risk assessment performed or a compliance program implemented. Quantify results, such as percentage reduction in findings or successful completion of complex audits.]

Cross-Functional Collaboration

[Body paragraph: Explain how you communicate technical risks to non-technical stakeholders and partner with legal, IT, and operations departments to foster a culture of compliance.]

[Closing paragraph: Reiterate alignment with the company's specific industry challenges. Express desire for an interview to discuss how your technical background supports their risk posture.]

Sincerely,

[Your Name]