

# FIRSTNAME M. LASTNAME

CITY, ST XXXXX | (XXX) XXX-XXXX | [EMAIL ADDRESS]

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[Date]

[Contact Name]

[Hiring Organization's Name]

[Hiring Organization's Physical Address]

Dear [Contact]:

I am an experienced attorney with a demonstrated commitment to public service, and I am writing to express my interest in the position of [position name] in the [specific office, if applicable] of [hiring organization]. My legal practice is focused on domestic and international privacy and information disclosure laws, including the Privacy Act of 1974 (Privacy Act) and the Freedom of Information Act (FOIA). I am eager to use my skills as an advocate, mediator, and strategic advisor to assist agency decision-makers in achieving [organization's] mission to [describe organization's purpose or mission].

During my tenure with [current position], I have had the opportunity to analyze and provide advice on complex legal issues relating to privacy and information disclosure. Because the [current employer] must balance its public service mission with commercial objectives, I must provide clear and actionable legal advice that allows clients to develop innovative products and services within the boundaries of federal law. These tasks have required me to become familiar with state and foreign privacy laws in order to evaluate the impacts of those laws on our private sector business partners. Through these experiences, I have gained an appreciation of the challenges that arise when an organization must achieve important policy goals while ensuring that the privacy rights of citizens are respected.

In my former position as [previous relevant position], and in my current role as [current position, if also relevant to topic], I have provided advice and advocacy on all aspects of information disclosure under the FOIA and the Privacy Act. Since 2013, I directly participated in four federal FOIA cases involving requester challenges to record searches and withholdings. In one case, I developed a legal strategy that resulted in a favorable judgement that [describe outcome of contribution]. I believe that my experience administering the [current employer's] information disclosure program and litigating FOIA cases will enable me to provide immediate value to [hiring organization].

Pursuant to your request, I have attached my [list required documents]. I would be available for a Zoom teleconference to discuss my background and skills in further detail during normal business hours. Please feel free to contact me at [email address] or at (xxx) xxx-xxxx. Thank you for your time and consideration.

Sincerely,

[your name (same as header)]

Attachments