**Robert Smith**

**Compliance Manager**

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[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Finance and accounting have been my passion for a long time. I was excited to know that [XXX Company] has a job opening for a Compliance Manager. I immediately sent you my resume for review. Along with extensive knowledge in accounting, I also hold a Bachelor’s degree in law with my specialization in corporate law.

My expertise in finance and corporate law ensures full awareness, understanding of all pertinent laws and regulations. With an experience of over eight years, I am capable of policy formulation and regulation. I am highly driven and pro-active when it comes to audits and implementation of compliance policies. The opportunity to work with your organization [XXX Company] has always been exciting. At my previous employers [YYY Company] I dealt with the following responsibilities:

* Lead the company through many regulatory audits and license examinations.
* Identified risk areas and worked on mitigating these risks by successfully providing an action plan.
* Worked on optimizing the reporting system to manage better policies and laws seeking a reduction in compliance violations.
* Conducting audits, reviews and informing various departments about updates in policies, regulations and or/ code of conduct.
* Provided training to recruits.
* Worked with superiors on key policy formation issues and its optimization.
* Supervised the compliance team regularly to perform functions efficiently.

[YYY Company] recognized me for my leadership skills, along with my ability to manage risk efficiently. I want to bring these skills and knowledge to further advance in my career at your organization. I am sure I will be a perfect fit as your new Compliance Manager.

Thank you for your time and consideration. I am looking forward to meeting you to discuss the position in further detail.

Sincerely,

[Your Name]