Deanna Pino

Sansum Clinic

Santa Barbara, CA 93111

June 30, 2020

**Re: Compliance and Privacy Officer position at Sansum Clinic**

Dear Ms. Pino,

I am writing to apply for a position as a Compliance and Privacy Officer at Sansum Clinic. This is honestly my dream job! In order to do my job well, I believe that my values and beliefs must align with the employer I work for and I believe I find that at Sansum Clinic. I want to work for a non- profit and help serve my community. I believe that privacy is a critical and important human right.

One of the skills that I learned during my time at law school is how to review and draft contracts using the appropriate legal language and format. I solidified my writing skills and became a tutor for my peers to help them improve their writing skills. I took a course on Professional Responsibility and Ethics. I learned the law and applied the law to real life scenarios. I am ready to learn and apply the policies at Sansum Clinic.

During my time working in a personal injury law firm, I reviewed and requested client health records in accordance with HIPPA guidelines. I became familiar with HIPPA law and regulations. Further, during my time as a Community Service Officer at the University of California, Santa Barbara, I utilized my public speaking skills and gave public safety training to incoming first year students.

Please consider my application. I know that during this troubling time employment is especially difficult to come across. Many people including all of my immediate family have lost their jobs. I promise that I will bring my positive attitude, diligence, and hard work to Sansum Clinic.

Thank you for your time.

Sincerely,

Arooj Haq