

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Resume Submission and Consent for Data Processing

Dear [Hiring Manager Name],

I am writing to submit my resume for the [Job Title] position at [Company Name], as advertised on [Where you saw the job post].

By submitting this application, I hereby provide my explicit consent to [Company Name] to collect, process, and store my personal data contained within my resume, cover letter, and any other application materials provided. I understand that this data will be used solely for the purposes of recruitment, evaluation of my candidacy, and contacting me regarding potential employment opportunities.

I further consent to [Company Name] retaining my personal information for a period of [e.g., 6 months / 1 year] in their talent database for future job openings that may match my profile, unless I request its removal earlier.

I understand that I have the right to withdraw my consent, request access to my data, or ask for the correction or deletion of my information at any time by contacting [Company Contact Email/Department].

Thank you for your time and for considering my application.

Sincerely,

[Your Signature]

[Your Printed Name]