

Niko Owen

Program Manager, Responsible AI

☎ (312) 555-1234 ✉ niko.owen@email.com 🌐 <https://linkedin.com/in/nikoowen> 📍 123 Maple Street, Chicago, IL 60616

JUNE 24, 2026

Hiring Manager
NovaTech Solutions
Minneapolis, MN

Dear Hiring Manager,

Excited, I am submitting my candidacy for the Program Manager, Responsible AI role at NovaTech Solutions. With a solid background in privacy and data governance, I bring over three years of experience while navigating dynamic environments. Ensuring compliance and facilitating AI-driven projects both motivate me.

At Tech Innovations Inc., I led initiatives that transformed legal requirements into practical operational guidelines. A moment of chaos I faced was during a rapid implementation of AI governance frameworks. Teams were losing their bearings amid changing regulations. I rallied the engineers and product managers, emerging with a streamlined process that increased efficiency by 30%. This taught me the critical balance between compliance and progression.

Working cross-functionally deepened my appreciation for diverse perspectives. While collaborating on AI risk assessments, engineering peers shared insights that shaped our approach. One vivid memory remains when a brainstorming session led us to identify surprising vulnerabilities in our system. These moments energized our collective drive, showcasing how true collaboration unlocks potential.

My tenure at Data Solutions Corp. further honed my skills in compliance tools, particularly OneTrust. Here, I trained teams on best practices within data governance. The joy from empowering my colleagues while ensuring compliance resonates deeply. This service-based mindset aligns with your mission at NovaTech.

As I approach the next step in my career, I feel compelled to contribute my know-how to support your AI program operations. My certifications, including CIPP/US and CIPM, support my readiness for this challenge. I look forward to an opportunity to combine my experience with NovaTech's vision, driving both compliance and growth together.

Thank you for considering my application.

Sincerely,

Niko Owen

Niko Owen