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# Example of Audit Compliance Cover Letter

21323 Block Views  
North Rosannville, FL 30137

**Dear Riley Marvin,**

I would like to submit my application for the audit compliance opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for quality assurance for existing and new implementations of SOX IT controls; especially as they pertain to new systems and vendors.

My experience is an excellent fit for the list of requirements in this job:

* Investigate and resolve compliance problems, questions
* May assist and support final rate/cost negotiations, quick closeouts, or other duties as require
* Identify and recommend to management areas for business/process improvement, compliance, or concerns regarding company policy/procedures
* Experience in government contracting compliance and the development of incurred cost claims
* Knowledge of FAR, CAS, and other related rules, regulations, law, or issues guidance
* Technical experience with various types of hardware configurations, operating systems, application software, use of Windows, Active Directory, Firewalls and Accounting Software
* Good interpersonal skills oral and written communication skills
* Experience with contracts and contract compliance audits

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Shiloh Bechtelar