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# Example of Audit Executive Cover Letter

7209 Kuvalis Cove  
Kleinview, VA 12159

**Dear Cameron Howell,**

In response to your job posting for audit executive, I am including this letter and my resume for your review.

Previously, I was responsible for advice to the business on appropriateness and effectiveness of controls and the application of rules, regulations and the company’s compliance policies and procedures.

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

* Takes ownership/responsibility for tasks
* Attention to detail, with the willingness to provide the highest level of internal and external client service
* Enthusiasm for working in a dynamic, fast-paced environment and supportive of the wider team
* Constantly exercising confidentiality, discretion and personal sensitivity in all aspects of the role
* Knowledge of firm's policies and guidelines
* Demonstrate a sense of urgency for seeking results
* Skills / Leadership Attributes
* Demonstrated exceptional verbal and written communication skills, including strong spelling and grammatical skills

**I really appreciate you taking the time to review my application for the position of audit executive.**

Sincerely,

Shae Lind