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# Example of Audit Executive Cover Letter

6525 Brooks Park  
Cormierberg, HI 62396

**Dear Denver O'Kon,**

I submit this application to express my sincere interest in the audit executive position.

Previously, I was responsible for assistance in planning, testing and reporting for related Sarbanes-Oxley processes.

Please consider my experience and qualifications for this position:

* Comprehensive secretarial support for Partners and Directors
* Arranging and coordinating meetings, Expenses & time reports
* Production of letters/memos/spreadsheets/reports and PowerPoint presentations
* Arrange all aspects of travel (air, hotel, car, ), including keeping executives’ travel profile up-to-date, manage approvals for any travel, and assist with passport renewal and obtain visas for travel
* Other applications helpful include Excel, PowerPoint, internet and research tools, Concur and SAMS
* Demonstrated network of COI's (Centers of Influence) to include banking, legal and other professional services relationships that could be leveraged to identify opportunities within targeted industries
* Active network of C-level contacts in NY and/or NJ area
* Strong motivation to help in a proactive manner

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

Sincerely,

Baylor Harris