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# Example of Audit Team Lead Cover Letter

85055 Moore Inlet
Lake Vincent, CO 28619

**Dear Hayden Keeling,**

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

In my previous role, I was responsible for divisional and cross-functional supplier auditing services to R&D, Acquisition, Manufacturing, Materials, Purchasing, and Operations stakeholders worldwide.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Creates budgets, organizes and assigns the staffing mixes, sets priorities, and monitors/tracks progress
* Reviews audit work including work paper documentation, findings and recommendations, and the final report to ensure appropriate attention to detail and adherence to the Corporation’s/Department’s Policies and Standards
* Utilizes in depth understanding of products, services, risk management, industry and other technical knowledge, and auditing to ensure operations, services, and systems have proper risk management activities implemented (i.e., evaluates the design and effectiveness of the control environment)
* As a subject matter expert, builds authentic relationships within the audit team, and with internal stakeholders to provide comprehensive, in-depth insights and thought leadership to improving the Audit Services methodologies and techniques
* Possesses business acumen and communication skills necessary to appropriately work as an influencing change agent and leader, within both the Audit team and with internal stakeholders
* Conducts the performance management processes for direct reports including goal setting, training and development plans, and coordinates with the Audit Manager to properly guide partners through their individual career paths
* Current experience leading and managing a team of audit staff and audit seniors
* Strong analytical skills with a strong orientation towards attention to detail

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

Sincerely,

Quinn Weissnat