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# Example of Investigation Manager Cover Letter

8660 Bergstrom Mountains
Bartonberg, VT 00383

**Dear Lennox Pfannerstill,**

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

In my previous role, I was responsible for technical arbitration in appeals, disputes, and complaints, audit mediation, and critical non-conformance consultation/decision, exemption requests, client incident/recall, as needed.

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:

* Active and Current DHS clearance is preferred
* Recognized authority in security theories, techniques and technologies for security disciplines, along with broad general security knowledge
* Fluency in reading, writing, and speaking Spanish and/or Portuguese
* Experience advising business line leaders regarding resolution of complex issues
* Experience creating, interpreting and reporting data related to a business support function or program
* Experience working in a regulated environment involving compliance with federal, state and local laws and regulations
* Experience creating policies and procedures and managing a complex project to implementation
* Experience responding to audit and regulatory requests implementing audit issue tracking and resolution measures

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

Sincerely,

Dallas Schinner