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# Example of Quality & Audit Cover Letter

4638 Cormier Ramp  
Laceyhaven, AZ 62828

**Dear Frankie Gorczany,**

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

In my previous role, I was responsible for subject matter expertise for Medicare and State regulations and guidelines applicable to operational processes.

Please consider my experience and qualifications for this position:

* This role ensures effective implementation and execution of the Kraft Heinz Copack Quality Management System across 10-15 assigned copackers
* Intermediate Microsoft Office skills, Excel, Access, and Word (filter, data entry, work in spreadsheet as shared workbook and database and letter/document files)
* Previous experience with Billing
* Previous experience with Auditing
* Experience or exposure quality activities
* Experience in analytical tools such as MS Excel, Minitab, MS Access, Toad, Cognos Hyperion, SAS
* Preferred proficient knowledge and understanding of internal auditing standards and techniques (including planning, design, testing and reporting), operational control analysis
* Solid understanding of the relationship of internal controls and business processes, information technology controls

**Thank you for your time and consideration.**

Sincerely,

River Weissnat