

Audit Intern Cover Letter

29816 Labadie Corners East Kareen, CO 32323

Dear Baylor Bogan,

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

In my previous role, I was responsible for analysis of building systems and infrastructure to optimize the support of lab, manufacturing and office spaces.

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

- To gain an understanding of accounting and auditing processes
- To gain an understanding of internal control testing
- To gain experience in preparing descriptive audit workpapers and audit findings
- To help facilitate the transition from auditing theory in college to actual practice
- Competency with Microsoft Office, especially Excel (expert level skills not necessary)
- Ethical fair, truthful, sincere, honest, and discreet
- Open-minded willing to consider alternative ideas or points of view
- Diplomatic tactful in dealing with people, particularly those who are senior or over-committed

Thank you for considering me to become a member of your team.

Sincerely,

Finley Boyer