

Audit Intern Cover Letter

1592 Calvin Mission Lake Birdieborough, RI 66713

Dear Denver Wintheiser,

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

In my previous role, I was responsible for management support to medium to large proposals by tracking complex tasks, collecting and reviewing documents, coordinating meetings, coordinating activities with the contracts office and finance office developing budget assumptions and drafting text.

Please consider my qualifications and experience:

- Proficient and knowledgeable in Microsoft Office Tools
- General knowledge of IT General Controls
- Enrolled in a full time program of study, majoring in accounting, finance, or other business-related area
- University undergraduate students with an emphasis in business, accounting, and/or finance
- Work experience in business field preferred
- Undergraduate accounting student
- Detail oriented, a team player, and deadline driven
- Basic knowledge of IT general controls, applications and standards for IT risk management

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Charlie Torphy