

Audit Leader Cover Letter

5675 Prohaska CrossroadLake Jammie, WV 48712-8184

Dear Baylor Keeling,

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

In my previous role, I was responsible for management with recommendations, counsel and information to contribute to improved efficiency and effectiveness in all business segments, locations, and functions of the Company's business.

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

- Experience in a global manufacturing company environment
- Effectively supervise/coach, motivate and provide feedback to more junior teammates
- Experience in presenting and substantiating audit findings and conclusions to senior management
- Advanced knowledge of business process and system best practices
- Fluent in English (knowledge of other languages will be an asset – particularly German, French, Spanish)
- Strong client service and problem solving orientation
- Attention to detail, with a sense of responsibility and delivery of results to tight deadlines
- An effective relationship manager with strong communication skills, both written and verbal

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

Sincerely,

Shae Frami