

Audit Leader Cover Letter

461 Kihn Oval Lake Isreal, TX 91542-2147

Dear Emerson Klocko,

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

In the previous role, I was responsible for daily direction and interaction typically with 3 to 4 Team Leaders and 8 to 12 Team Members.

Please consider my experience and qualifications for this position:

- Skilled in writing and editing reports, business correspondence, and procedure manuals, and understanding a variety of instructions furnished in written, oral, diagram, or schedule form
- Capacity to read, analyze and interpret IT related governmental guidance and regulations, general business periodicals, professional journals, and technical procedures
- Knowledge of federal and state laws, rules and regulations related to IT and banking
- Open, engaging, enthusiastic personality
- Computer literate and good numbers skills
- Good sales technique
- Member of recognised accounting body
- Demonstrated track record in entity based financial accounting

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

Sincerely,

Riley Leffler