

# Auditor, Lead Cover Letter

82523 Paige Island West Aureastad, RI 93916

**Dear Ari Sipes,**

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

Previously, I was responsible for properly completed work papers, documented in departments audit software that support the work performed and assessment of the status of controls and processes reviewed.

Please consider my experience and qualifications for this position:

- Maintain audit reports and records in accordance with relevant Achieving Operational Excellence Management Systems procedures and requirements
- Work with Plant Quality managers to implement Achieving Operational Excellence Management Systems and best practices
- Report all information with Achieving Operational Excellence Management Systems reporting system (SharePoint)
- Prepare and issue weekly / monthly reports as requested by the Operational Excellence Management Systems Manager
- Write and revise Achieving Operational Excellence Management Systems documents as requested
- Internal auditor qualification – ISO 9001
- Driving licence – mandatory, as the role will require occasional travel to other offices nationally and travel within the area
- Understanding of Software license compliance auditing

**Thank you for taking your time to review my application.**

Sincerely,

Sutton Raynor