

Auditor, Lead Cover Letter

19287 Meridith Freeway North Bao, OH 24151

Dear Tatum Sipes,

I am excited to be applying for the position of auditor, lead. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for data analytics to support the entire audit cycle, including planning, testing of controls, reporting and issue verification.

Please consider my qualifications and experience:

- AA qualification for Aerospace – 9100 qualification
- PPE / Textiles
- Current or recent Lead Auditor Certification in a nuclear environment in accordance with NQA-1 and/or ANSI N45.2.23 requirements
- Technical knowledge in Engineering, Procurement, Construction, or Quality Assurance sufficient to comprehend the application of and relationships to technical and quality requirements in engineering, procurement, and construction related products (specifications, drawings, material requisitions, purchase orders, subcontracts)
- Experience with implementation of 10CFR 50 Appendix B/ NQA-1, 1994
- Working knowledge of, or experience with the review of specifications, drawings, material requisitions, services requisitions, purchase orders, subcontracts, and interfacing with suppliers
- Knowledge of the application of corrective actions for conditions adverse to quality
- Knowledge of regulatory requirements, nuclear safety culture and functions that impact the QA program

I really appreciate you taking the time to review my application for the position of auditor, lead.

Sincerely,