

Manager, Internal Audit Cover Letter

306 Kunze TrafficwayMattietown, WA 58428

Dear Stevie Cormier,

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

In my previous role, I was responsible for strategic direction and contribute to the continuous improvement of the SOX and internal audit function, including the implementation of leading practices.

Please consider my qualifications and experience:

- Proficient in MS Office applications including Excel and Visio
- CPA/CIA or similar professional designation
- Experienced in financial and/or internal controls matters involving any component of an entity's financial reporting infrastructure (e.g., revenue cycle, period-end financial close procedures)
- Remotely work with the Corporate Internal Audit team in Durham to plan, perform, and communicate the results of audit procedures, including the presentation of findings and recommendations to business process owners and upper management
- Assist with managing outsourced service providers by providing guidance on testing methodologies, providing feedback during reviews of audit workpapers and audit reports
- Experience with audit analysis software preferred
- Possess strong analytical and problem-solving skills in forecasting and analyzing variances to ensure accurate reporting
- Fantastic benefits

I really appreciate you taking the time to review my application for the position of manager, internal audit.

Sincerely,