

# Manager, Internal Audit Cover Letter

95759 Boyle DamEmardstad, NE 18362

**Dear Max Cummerata,**

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

Previously, I was responsible for constant alignment and timely communication to SOX stakeholders at all levels on audit planning, methodology, schedules, requests/follow-ups and deficiency analysis/remediation.

Please consider my qualifications and experience:

- Employee Engagement Survey scores
- Time reporting (audit engagement budgets)
- Planning, auditing and testing controls in selected audit areas, ensuring compliance with the Financial Control Framework, delivering a portfolio of predetermined Sarbanes Oxley, risk based audits and project assurance assignments and also performing other Internal Audit procedures
- Assessing risk and making recommendations for remediation and improvement
- Producing excellent working papers and drafting clear, concise reports and obtaining management responses prior to their finalisation
- Assisting with the preparation of the annual internal audit plan
- Assessing risk levels for current and new processes in the business
- Performing follow-up audits to ensure appropriate action plans raised in both internal and external audit reports have been implemented and are operationally effective

**Thank you for your time and consideration.**

Sincerely,

Lennox Hermann