Robert Smith
Internal Auditor

1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com

[Today's Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

As a motivated, self-driven, dedicated, and enthusiastic professional, I strongly want to join as an Internal Auditor in a company like yours wherein my dedication will significantly contribute to the growth and advancement of your mission.

My immense background in the field complemented by my passion for finance and auditing will bring about a positive impact on your organization as your new Internal Auditor.

During my tenure previously at ****, I gained a unique combination of abilities that will suit me to take up the next step in my profession. Throughout my professional history, I have consistently exhibited finance management and audit skills at a precise level. That said, I had been performing a full audit cycle for three years now.

Consider the following highlights from my qualifications:

- Ran all facets of internal audit meetings and readied audit plans by formulating key risk assessment criteria.
- Precisely and expeditiously organized various financial statements and tax analyses.
- Evaluated several internal controls, and furnished specialized direction to the auditing staff.
- Reclaimed more than $***K by recognizing and regulating errors in billings and reports.
- Implied and enforced enhanced and greatly productive internal accounting strategies, methods, and supervisions constructed to increase profitability and precision.
- Excelled within time-sensitive, fast-paced environments while settling problems and encouraging teams to accomplish full productivity and efficiency.

These qualifications, supplemented with my experience and educational credentials, put me in a place wherein I trust that I can surpass the expectations that you are looking for from your new Internal Auditor.

I look forward to an opportunity to learn more about *** and to discuss how I can contribute my assets at your place.

Thank you for taking the time to review my credentials.

Sincerely,
[Your Name]

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