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Human Resource Manager
PT Agung Sedayu Group

Dear Sir / Madam

I am writing to express my interest in the job vacancy at your company as Internal Audit Manager which was advertised on Jobstreet.com website. My experience aligns well, as I have worked in Internal Audit Manager for nine years at several company, and I know I would make a valuable addition to your team.

After working for almost decade in Internal Audit Manager, I have advance knowledge in auditing financial and operation, perform auditing for related department in accordance with the planning and methodology, collect data and reports from other department to perform analysis and preparation of audit implementation, prepare the paper work of the audit with excellent compliance and timeframe, and give advice and recommendations about any internal audit matters and findings.

For your further consideration, I also have a Major degree in Accounting from University of Indonesia. I have strong leadership, communicative, and highly attention to any details. I also good command of English as well as Mandarin. I am hardworking, able to work well under pressure, creative, and pleasant.

I am confident the skills I homed in previous positions have prepared me for this opportunity with your company. My expertise in auditing and my experience make me a great candidate for this opening. I would love to meet you and share more about my previous experience.

Thank you very much for your consideration.

Sincerely,

Rachael Tiffany