James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Staff Auditor Cover Letter

Dear

I'm interested in applying for the [mention the position] position that just became available at your company. The duties of this position, in my opinion, fully fit my qualifications and prior experience. I graduated from [mention the name] University with a [mention the course] in [mention the name].

In the past, I have planned and carried out accounting and financial report audits as well as made sure that all audit findings were done precisely and on time.

Working under the supervision of a dependable and skilled senior auditor allowed me to learn numerous industry secrets during my training. I consider myself fortunate

to have had the chance to work with this person, and I genuinely think the experience has improved my effectiveness and dependability as an auditor.

I’m interested in finding out more information about your business and the job requirements. To discuss this position in more detail and how my qualifications might benefit your business, please call me at [mention the ph number].

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]