Tabitha Williams

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**December 25th, 2018**

**Roy Anderson**

**Hiring Manager**

**123 Accounting Agency**

**305 Company Address St.**

**Company City, IL 55555**

Dear Mr. Roy Anderson,

I am submitting my resume and this letter to express my interest in the position of Internal Auditor at Company Name. I read the job listing you posted at JobBoard, and decided to apply right away. I have previously worked with your company as an external auditor when I was employed by Partner & Partner. I enjoyed my experiences with your organization, and I appreciated that your financial department operated with such efficiency.

I believe that my acquired experience in compliance and auditing in both medium and large enterprises make me uniquely qualified for this position. I am also very familiar with the Accounting X software package that your organization uses. I am very organized, detail oriented, and capable of managing several projects at once. I have a degree in finance and am in the process of obtaining my MBA. I am a CPA and a member of the Midwest Association of Financial Professionals.

In my current position at Major Corporation, I work directly under the Chief Financial Officer. I am wholly responsible for ensuring that my regional divisions comply with all financial regulations and tax laws and that they meet all reporting requirements. I have personally led several internal audits that have resulted in the recovery of a significant amount of funds and saved the organization numerous penalties and other sanctions.

In addition to my technical skills, I have worked very hard over the years to develop leadership, team building, communication, and conflict resolution abilities. I am proficient in several account and financial software packages. I have also completed a certificate of mastery in Microsoft Office. I am open to the extensive travel that this position requires.

Company Name has a well-deserved reputation for excellence. Your organization is diverse, focused on social good, and forward thinking. I have learned quite a bit about the culture at Company Name as well as your progressive work environment through Company Name’s Instagram page, and Facebook. It’s no wonder that your company was rated the #1 place to work for Millennials in the greater Springfield area.

I am very interested in working for your company, and I believe that I have the qualifications and personality that make me a perfect fit. At your convenience, I would love to move forward to the next stage. Please contact me at any time. Thank you for your consideration.

Sincerely,

Tabitha Williams