First Name last name

Address · Phone

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

**AUDIT OFFICER RESUME COVER LETTER TEMPLATE**

HR Manager,

Dear Sir/Madam,

Eight years of experience in the field of Accounts have helped me evolve a strong background in auditing, finance and accounting. I am confident that my exceptional qualification matches your organizations current requirement. My expertise lies in my ability to effectively interact with client and vendor, Identify and resolve complex accounting issue, and develop innovative solutions for achieving a wide range of business development strategies and financial management.

Some of the key strength I can offer includes.  
1. Handling various client and prepare their financial statement and income statement.  
2. Monitor accounts payable and accounts receivable.  
3. Maintain and implement financial data bases and computer software systems.

1. Interact with internal and external auditor in completing audit.
2. Preparing of cash flow statement.
3. Monitor cash flow activities and ensuring the accuracy of deposit and withdrawals on the in house system.
4. Managed payroll function and salary transfer.
5. Bank reconciliation and intercompany reconciliation.

I would appreciate a personal interview to discuss the ways in which my background and expertise could assist you in accomplishing your goals. Thanks for Your consideration.

Sincerely,

NAME HERE

Enclosed resume