**Your Name**

142 Facebook Blvd.

Palo Alto, California, 94301 United States

(423)135-4624

[Your.Name@gmail.com](mailto:Your.Name@gmail.com)

**Subject:** Internal Audit Position

Dear Terry (or “Hiring Manager” if no name is offered in the job posting)

**Re: Emma Chan, Internal Audit Assistant Position.**

I would like to apply for the role of Internal Auditor (your job reference IA 364).

I have experience in internal audit spanning three years, and combined with my knowledge of the banking industry, I believe I can make a substantial contribution to XYZ Limited.

Your company has an outstanding reputation for best practice in internal audit, and having made recommendations to streamline the audit process in my current role, I am keen to be part of your forward-thinking company.

My particular strengths include:

* CA qualified
* Experience gained with a Big Four accounting firm
* Managing and developing a team of five assistant auditors
* Management of internal audit function during changeover to new accounting software

Please find my resume attached, which provides further detail on my background, skills, and experience.

I look forward to hearing from you to discuss this opportunity further.

Yours sincerely

Your Name

Contact Number