

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Job Title]
[Company Name]
[Company Address]

RE: [Job Title] - [Reference Code, if applicable]

Dear [Mr./Ms./Mx. Last Name],

[Introduction: State the position you are applying for and why your background in internal audit, governance, and risk mitigation aligns with the company's strategic goals.]

[Key Qualifications: Detail your experience with internal controls, COSO/ISO frameworks, and audit methodologies. Mention specific achievements in identifying operational inefficiencies or enhancing compliance protocols.]

[Risk Management Expertise: Describe your ability to conduct enterprise risk assessments, manage stakeholder relationships, and provide actionable recommendations to senior management to mitigate financial or reputational risks.]

[Company Alignment: Explain why you are interested in this specific organization and how your analytical mindset and integrity will contribute to their audit department.]

[Call to Action: Express your desire for an interview to discuss how your technical skills and certification-such as CIA, CISA, or CPA-can benefit the firm.]

Sincerely,

[Your Signature]

[Your Printed Name]