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| **Robert smith**  **IT Auditor** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

As a skilled and experienced IT Auditor, I have comprehensive knowledge of conducting audits to ensure secure and efficient working of computer systems. I can also determine critical areas that can create a security risk. I also ensure that employees adhere to all safety guidelines set by the company.

Please take a walk through my duties to determine my role suitability:

* Evaluate the legitimacy and effectiveness of the company's IT operations.
* Conducting audits in compliance with the acceptable norms.
* Develop comprehensive reports based on the observations for the review of the management.
* Carry out special internal audits on the request of the management.
* Keep track of the work progress and ensure the project completion within the time limit.
* Recommend the management on strategies to optimize its processes.
* Conduct other required tasks.

Multi-tasking, problem-solving, and superior communication skills are my fortes that make me well-prepared to excel in your IT Auditor's role. I am confident to significantly contribute to the success of the company.

Thank you for your time and consideration. My resume has included advanced knowledge of my occupational history and academic background. A chance to meet you in further rounds of interviews would be greatly appreciated.

Best Regards,

[Your Name]