22 Februar 2021

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Gebr. Knauf KG

Artie Gutschera

Am Bahnhof 7, 97346 Iphofen

Dear Mr. Gutschera,

Dear Mr. Dienesch,

Hereby, I am applying for the position of Auditor for Data Analytics & IT. My resume is attached to this email for your consideration. Being an experienced and highly motivated auditor, I am confident to be able to support the internal audit team of your company to achieve its objectives to the best extent possible.

After my master’s degree in finance, I have collected more than six years of working experience in the area of internal audit. Over this time, I have achieved a variety of professional certifications, such as the CISA. During my time on various international assignments across five continents, I was in charge of managing and performing different audit engagements, which ranged from audits of business functions to IT general controls. While working for a variety of different international companies I have always managed to uphold high standards of quality, diligence and personal integrity in the same time maintaining a respectful demeanor towards my clients and team members.

I have the skills of preparing audit plans and tracking internal audit operations. Furthermore, I have lead teams of up to four auditors, during compliance and operational audits. Building up a function for data analytics and process mining and overseeing its successful implementation is one of my greatest professional accomplishments in the last years.

Besides my daily workload, I have dedicated myself to a journey of continuous learning, by either achieving new certifications or finishing a variety of online courses. Thus, I have built up substantial skills in data science, process mining and programming. It is my strong believe that the combination of technical skills, knowledge about business processes and leadership is my greatest strength.

I am confident that I am qualified for this job and I look forward to meeting with you in person to talk more about the position.

Best Regards,

Philipp Spangenberg