Michał Krassowski

**COVER LETTER**

*Dear Madam/Sir,*

I am writing to submit my application for the post of an IT Audit Coordinator. I am particularly interested in this position, as it is consistent with my career path and I have knowledge, experience and qualifications required.

I have five-year experience in conducting audits in varied scopes. Last year I graduated law studies and I gained certificate of lead auditor for information security management system ISO 27001:2013. I work at the Administration Evaluation Centre in the Chancellery of the Prime Minister. My duties include performing auditive tasks, preparing audit plans, methodic and audit reports, preparing recommendations and monitoring of their implementation. The profession of an auditor, by its very nature, requires at the same time independence as well as a team work. In both I find myself very well. Since each audit is different and requires prior deep preparation, I am used to constantly learning new areas.

The aim of my audits is to evaluate tasks of the government and performance of the government administration. Their results often have a significant impact on the functioning of institutions and entire areas of the state. I have been auditing ministries and other offices of the government and local administration, also as a leading auditor in a team. The scopes of these audits were varied and involved, among others, readiness of the new entity to perform its tasks, human resources management, meeting the minimal requirements for information systems, disbursement of funds, effectiveness of internal regulations (including significant for the safety of the most important persons in the country), processing of personal data and public procurements (purchase).

My responsibilities include also identifying risks and recommending means to mitigate the probability of their occurrence. I also participate in developing and evaluating the effectiveness of internal procedures within my organization.

I consider self-development as an important aspect of my career. I have completed a series of trainings in reference to the work of an auditor. In the near future I will start preparing for the Certified Internal Auditor (CIA) exam. Moreover I teach others: I belong to the group of internal coaches and I carry out trainings on the audit standards (standards for government administration), auditor’s ethics and audit basics for non-auditors.

I believe that my knowledge, experience and skills will serve as a support for effective coordination of IT audits in Falck Group IT Services. I enclose my resume and I will be pleased to present my candidacy during the recruitment meeting.

*Sincerely*