Emeka Ogunleye
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The Human Resources Manager
British American Tobacco (BAT) Nigeria
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF QUALITY CONTROL OFFICER

I am writing to apply for the position of Quality Control Officer at British American Tobacco (BAT) Nigeria, which I saw advertised on Omadaily. British American Tobacco (BAT) Nigeria is a respected name in FMCG & Consumer Goods, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Microbiology from University of Nigeria, Nsukka, and I have 5 years of experience, most recently as a Quality Control Officer at Unity Square Ltd. In this role I test raw materials and finished goods against specifications, and I cut customer complaints by 40% through better line checks.

I admire the scale and quality of the products British American Tobacco (BAT) Nigeria makes, and I work well in disciplined teams with clear targets, standards and deadlines. I am also skilled in quality testing, GMP and HACCP and ISO 9001.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to British American Tobacco (BAT) Nigeria. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Emeka Ogunleye

Free sample from omadaily.com. Edit it to fit your own experience.