Halima Bello
12 Adewale Street, Lekki, Lagos
0800 000 0229 · halima.bello@email.com

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The Human Resources Manager
Chennieconsultz Services
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF AUDITOR

I am writing to apply for the position of Auditor at Chennieconsultz Services, which I saw advertised on Omadaily. Chennieconsultz Services is a respected name in consulting & Professional Services, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Accounting from University of Lagos, and I have 5 years of experience, most recently as an Auditor at Crownbridge Nigeria Ltd. In this role I lead field work on audits of companies with turnover up to N20 billion, and I test internal controls and report weaknesses to management.

I admire the standards of professional work at Chennieconsultz Services, and I am thorough, discreet and comfortable meeting client deadlines. I am also skilled in audit planning, risk assessment and internal controls testing.

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 Chennieconsultz Services. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Halima Bello

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