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The Human Resources Manager
Hampshire Heights Global Company Limited
Lagos, Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF AUDITOR

I am writing to apply for the position of Auditor at Hampshire Heights Global Company Limited, which I saw advertised on Omadaily. Hampshire Heights Global Company Limited 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 Harbourpoint 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 Hampshire Heights Global Company Limited, 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 Hampshire Heights Global Company Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Damilola Bello

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