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The Human Resources Manager
Lington and Bernie Consulting Limited
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF AUDITOR

I am writing to apply for the position of Auditor at Lington and Bernie Consulting Limited, which I saw advertised on Omadaily. Lington and Bernie Consulting 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 Nigeria, Nsukka, and I have 5 years of experience, most recently as an Auditor at Northgate Allied 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 Lington and Bernie Consulting 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 Lington and Bernie Consulting Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Ibrahim Danjuma

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