Chioma Adebayo
12 Adewale Street, GRA, Port Harcourt
0800 000 9455 · chioma.adebayo@email.com

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The Human Resources Manager
Office Machines Nigeria Limited
Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF AUDITOR

I am writing to apply for the position of Auditor at Office Machines Nigeria Limited, which I saw advertised on Omadaily. Office Machines Nigeria 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 Benin, and I have 5 years of experience, most recently as an Auditor at Brightwave Services 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 Office Machines Nigeria 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 Office Machines Nigeria Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Chioma Adebayo

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