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The Human Resources Manager
Oriki Global and Synergy Limited
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 Oriki Global and Synergy Limited, which I saw advertised on Omadaily. Oriki Global and Synergy Limited 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 Federal University of Technology, Akure, and I have 5 years of experience, most recently as a Quality Control Officer at Northgate Allied 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 Oriki Global and Synergy Limited 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 Oriki Global and Synergy Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Adaeze Danjuma

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