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19 November 2026

The Human Resources Manager
R.A Trading and Investment Company
Ketu Ikosi, 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 R.A Trading and Investment Company, which I saw advertised on Omadaily. R.A Trading and Investment Company is a respected name in manufacturing, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Microbiology from Nnamdi Azikiwe University, Awka, and I have 5 years of experience, most recently as a Quality Control Officer at Sapphire Crest 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 R.A Trading and Investment Company 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 R.A Trading and Investment Company. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Ibrahim Onyekachi

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