Tunde Usman
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The Human Resources Manager
Skyline International Tourism and Hospitality Limited
Head Office, 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 Skyline International Tourism and Hospitality Limited, which I saw advertised on Omadaily. Skyline International Tourism and Hospitality Limited is a respected name in food & Beverages, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Microbiology from Lagos State University, and I have 5 years of experience, most recently as a Quality Control Officer at Unity Square 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 Skyline International Tourism and Hospitality 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 Skyline International Tourism and Hospitality Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Tunde Usman

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