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The Human Resources Manager
Smart Partners Consulting Limited (SPCL)
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF AUDITOR

I am writing to apply for the position of Auditor at Smart Partners Consulting Limited (SPCL), which I saw advertised on Omadaily. Smart Partners Consulting Limited (SPCL) 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 Nnamdi Azikiwe University, Awka, and I have 5 years of experience, most recently as an Auditor at Sapphire Crest 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 Smart Partners Consulting Limited (SPCL), 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 Smart Partners Consulting Limited (SPCL). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Chioma Usman

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