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The Human Resources Manager
Toasties Limited
Lagos, Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF QUALITY CONTROL OFFICER

I am writing to apply for the position of Quality Control Officer at Toasties Limited, which I saw advertised on Omadaily. Toasties 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 University of Ibadan, and I have 5 years of experience, most recently as a Quality Control Officer at Palmview Holdings 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 Toasties 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 Toasties Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Ngozi Usman

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