COVERING LETTER ONE

24 Mansfield Drive,  
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Mrs Jane Smith,                                 
Personnel Manager,  
Allied Foods Limited,  
P.O. Box 337,  
Wilmslow,  
Cheshire, SK9 4ET.  
  
  
  
Dear Mrs Smith,  
  
**Ref BD/133 Quality Assurance Manager**  
  
Your advertisement for the above position has interested me very much and I would like to apply.  
As you will see from my CV, I am currently working for Gepo Foods as the Senior Quality Assurance Technician. In my present position I am responsible for managing all quality assurance in Gepo Foods' Manchester factory. I have worked closely with the Production Department and have been able to identify problems before they affected production deadlines.  
  
Over the last year I have implemented BS5750/ISO 9000 throughout our factory. This meant rewriting many of the company's procedures and in some cases creating new procedures. I successfully obtained accreditation at the first attempt within the Board's six-month timescale.  
  
With my proven ability to manage and maintain the highest QA standards whilst also minimising costs, I feel that I would be able to make a significant contribution to your company's management team.  
  
  
Yours sincerely,  
  
Christopher Jones.