COVERING LETTER TWO

 24 Mansfield Drive, Cheadlee, Manchester M23 4DJ.

 Tel: (0161) 234 1234

 3 January, 2007

Dear Miss Timms,

I am writing to enquire whether you have a vacancy in your company for a Quality Assurance Manager. I enclose a copy of my CV for your consideration.

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.

I would be grateful if you would contact me if you have any vacancies in your company, or keep my information on file in case of future openings. I would welcome hearing from you.

Yours sincerely,

Christopher Jones