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.