

SAMPLEAPPLICATIONLETTER

Anthony O. John

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The Head of Human Resources (or as advertised)
22 XXXXXXXX XXXXXXXXXXXX, Lagos, Nigeria.

Dear Sir,

RE: REFERENCE NUMBER

I wish to be considered for a suitable position or (state the position you are interested in) in your organization. My brief profile is as summarized below:

EXPERIENCE:

I am the Head of Finance/Finance Controller GMX Ghana Limited with key responsibilities for driving the financial strategy and assisting in the commercial strategy drive of the company. I am currently with the mandate of putting in place sound financial control policy, credit policy and drive for the implementation of other policies such as supply chain policy and procedures, Human Resources policy, etc.

I possess nineteen (19) years of professional experience in various aspects of Finance. With a start off one year initial experience in the Oil and Gas sector (LMP Oil) as Invoice Processing Officer (NYSC), three years in civil service as Internal Control Officer and Inspector of Taxes, about a year in a bottling company, KFK PLC, five years in a conglomerate, XYZ Nigeria PLC and a little over nine years experience in the Food & Beverage Industries.

PROFESSIONAL ACHIEVEMENTS:

- Set up a DingDong Petroleum Terminal in a record time of one year. The project required good project Management skills to ensure execution well within the time frame and no cost overruns
- Evolved the pricing strategy for various fuels, gas and Lubricants
- Captured 82% of the Market share in the Aviation Fuel Business and 24 % overall in the first 18 months of operation in Ghana
- Set up the infrastructure for the organization including Legal framework, manpower recruitment, HR policies

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:

Associate Member – Institute of Chartered Accountants of Nigeria (ICAN) Member - Rotary Club Accra – West, Ghana.

(WHY I'M THE BEST PERSON FOR THE JOB)

I have the ability to operate at strategic and operational levels to drive change and continuous improvement. I am a team builder and player with proven leadership capabilities, able to push the team beyond the comfort zone.

Please find attached my CV which details my capabilities. I look forward to hearing from you.

Yours Faithfully,

Anthony O. John