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Cover Letter

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TO: Laboratory technician Maternity Cover

Subject: Integrated Service on Health and Development Organization /ISHDO/

I am very glad to get to work your organization and I am appealing to get priority vacant position, I can sure you I will perform any duties and responsibilities successfully. I have experience in all departments. Currently I have been working LABCO ADVANCED CLINICAL LABORATORY. I had been working ICAP (EPHIA) project. My responsibility as Microbiology in the laboratory, Provide appropriate client care during specimen collection and any encounter with the client , Ensure all lab equipment's and commodities are stored/kept and handled as per the manufacturer's guideline and according to the national and international standards, Ensure availability of laboratory services and conduct testing as per the standard, Ensure internal and external laboratory quality assurance procedures at all laboratory service points ,Ensure samples are timely transported to referral sites when required and collect results timely, Facilitate short TAT for Viral load and CD4 results by closely working with regional/ referral laboratories, Follow stock balance of lab supplies regularly and report to the appropriate body for restocking, Send request for laboratory reagent refill regularly and timely to LIP, PFSA, PSI and town health offices, Participate in QI team meeting and lead DIC infection prevention activities per the national standard, Request lab reagents and other commodities as per the set timeline, Ensure documentations are properly handled, Implement SOPs for laboratory activity at highest diligence.

As, you will observe from my enclosed curriculum vitae, I graduated from Addis Ababa University in July 2010 with BSc, in September 2021 graduated with MSc, in microbiology at Addis Ababa University.

I have served for Fifteen years in my profession. I would appreciate the opportunity to talk with you about the possibility of working for your esteemed company.I am confident that I will fit your requirement, Hence would you allow me to do best in your organization.

Sincerely yours
Rahel Bogale