Emeka Balogun
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The Human Resources Manager
Abia State Civil Service Commission
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at Abia State Civil Service Commission, which I saw advertised on Omadaily. Abia State Civil Service Commission is a respected name in government & Public Sector, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Business Administration from University of Benin, and I have 6 years of experience, most recently as an Administrative Officer at Brightwave Services Ltd. In this role I run the day-to-day office for a team of 60 staff across two floors, and I manage vendors for cleaning, security and supplies, saving 12% on yearly costs.

I want to contribute to public service, and I would bring integrity, hard work and respect for due process to Abia State Civil Service Commission. I am also skilled in office management, records and filing and procurement.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to Abia State Civil Service Commission. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Emeka Balogun

Free sample from omadaily.com. Edit it to fit your own experience.