Adaeze Adebayo
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24 November 2026

The Human Resources Manager
AVATAR New Energy Materials Company
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 AVATAR New Energy Materials Company, which I saw advertised on Omadaily. AVATAR New Energy Materials Company is a respected name in mining, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Business Administration from Federal University of Technology, Akure, and I have 6 years of experience, most recently as an Administrative Officer at Sapphire Crest 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 have followed the growth of AVATAR New Energy Materials Company and I would be proud to bring my skills, reliability and willingness to learn to your team. 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 AVATAR New Energy Materials Company. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Adaeze Adebayo

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