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The Human Resources Manager
BBA Motors
Beijing, China

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at BBA Motors, which I saw advertised on Omadaily. BBA Motors is a respected employer in Nigeria, 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 Crownbridge Nigeria 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 BBA Motors 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 BBA Motors. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Halima Ogunleye

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