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The Human Resources Manager
Bill And Melinda Gates Foundation
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF MONITORING AND EVALUATION OFFICER

I am writing to apply for the position of Monitoring and Evaluation Officer at Bill And Melinda Gates Foundation, which I saw advertised on Omadaily. Bill And Melinda Gates Foundation is a respected name in NGO & Development, and I would welcome the chance to grow my career with your team.

I hold an M.Sc. Public Health from University of Lagos, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Bluerock Enterprises Ltd. In this role I track results for a N2 billion donor-funded health programme, and I design surveys and train 40 data collectors.

I share the commitment of Bill And Melinda Gates Foundation to improving lives, and I am used to careful reporting, working with communities and using resources responsibly. I am also skilled in M&E frameworks, data collection (KoBo, ODK) and data analysis (SPSS, Excel).

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 Bill And Melinda Gates Foundation. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Tunde Balogun

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