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The Human Resources Manager
Bread of Life Development Foundation
Ota, Ogun State

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 Bread of Life Development Foundation, which I saw advertised on Omadaily. Bread of Life Development 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 Benin, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Northgate Allied 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 Bread of Life Development 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 Bread of Life Development Foundation. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Sani Okonkwo

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