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The Human Resources Manager
Bridge for Women Development Initiative (BOWDI)
Maiduguri, Borno State, Nigeria

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 Bridge for Women Development Initiative (BOWDI), which I saw advertised on Omadaily. Bridge for Women Development Initiative (BOWDI) 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 Obafemi Awolowo University, Ile-Ife, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Silverleaf Partners 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 Bridge for Women Development Initiative (BOWDI) 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 Bridge for Women Development Initiative (BOWDI). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Maryam Abubakar

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