Babatunde Onyekachi
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12 November 2026

The Human Resources Manager
Diamond New Energy (Ganfeng Lithium Industry Limited)
Endo Village, Nasarawa LGA, Nasarawa State, Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at Diamond New Energy (Ganfeng Lithium Industry Limited), which I saw advertised on Omadaily. Diamond New Energy (Ganfeng Lithium Industry Limited) 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 University of Port Harcourt, and I have 6 years of experience, most recently as an Administrative Officer at Harbourpoint 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 Diamond New Energy (Ganfeng Lithium Industry Limited) 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 Diamond New Energy (Ganfeng Lithium Industry Limited). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Babatunde Onyekachi

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