Sani Onyekachi
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The Human Resources Manager
Eclat Human Resource Consulting Limited
Abuja, Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at Eclat Human Resource Consulting Limited, which I saw advertised on Omadaily. Eclat Human Resource Consulting Limited is a respected name in HR & Recruitment, 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 Bluerock Enterprises 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 Eclat Human Resource Consulting 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 Eclat Human Resource Consulting Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Sani Onyekachi

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