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11 November 2026

The Human Resources Manager
Established Managed Security Services Provider (MSSP)
Abuja, Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at Established Managed Security Services Provider (MSSP), which I saw advertised on Omadaily. Established Managed Security Services Provider (MSSP) is a respected name in security, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Business Administration from University of Nigeria, Nsukka, and I have 6 years of experience, most recently as an Administrative Officer at Silverleaf Partners 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 Established Managed Security Services Provider (MSSP) 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 Established Managed Security Services Provider (MSSP). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Abdullahi Nwosu

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