Musa Usman
12 Adewale Street, Lekki, Lagos
0800 000 2750 · musa.usman@email.com

5 November 2026

The Human Resources Manager
Evenana Medspa Beauty and Wellness
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at Evenana Medspa Beauty and Wellness, which I saw advertised on Omadaily. Evenana Medspa Beauty and Wellness is a respected employer in Nigeria, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Business Administration from Nnamdi Azikiwe University, Awka, 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 Evenana Medspa Beauty and Wellness 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 Evenana Medspa Beauty and Wellness. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Musa Usman

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