Musa Balogun
12 Adewale Street, Ikeja, Lagos
0800 000 4400 · musa.balogun@email.com

11 November 2026

The Human Resources Manager
Excellence Community Education Welfare Scheme (ECEWS)
Uyo

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 Excellence Community Education Welfare Scheme (ECEWS), which I saw advertised on Omadaily. Excellence Community Education Welfare Scheme (ECEWS) 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 Ahmadu Bello University, Zaria, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Harbourpoint Nigeria 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 Excellence Community Education Welfare Scheme (ECEWS) 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 Excellence Community Education Welfare Scheme (ECEWS). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Musa Balogun

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