Maryam Balogun
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The Human Resources Manager
Family Health International (FHI 360)
Head Office, Lagos

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 Family Health International (FHI 360), which I saw advertised on Omadaily. Family Health International (FHI 360) 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 University of Benin, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Unity Square 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 Family Health International (FHI 360) 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 Family Health International (FHI 360). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Maryam Balogun

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