Sani Ibe
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12 November 2026

The Human Resources Manager
Future Moves Recruitment Agency (FMR Agency)
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 Future Moves Recruitment Agency (FMR Agency), which I saw advertised on Omadaily. Future Moves Recruitment Agency (FMR Agency) 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 Covenant University, Ota, and I have 6 years of experience, most recently as an Administrative Officer at Crownbridge 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 Future Moves Recruitment Agency (FMR Agency) 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 Future Moves Recruitment Agency (FMR Agency). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Sani Ibe

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