Adaeze Danjuma
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25 November 2026

The Human Resources Manager
Future Resilience and Development Foundation (FRAD Foundation)
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 Future Resilience and Development Foundation (FRAD Foundation), which I saw advertised on Omadaily. Future Resilience and Development Foundation (FRAD Foundation) 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 Bayero University, Kano, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Brightwave Services 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 Future Resilience and Development Foundation (FRAD Foundation) 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 Future Resilience and Development Foundation (FRAD Foundation). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Adaeze Danjuma

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