Halima Ogunleye
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12 November 2026

The Human Resources Manager
Guinea Insurance plc
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF BUSINESS DEVELOPMENT MANAGER

I am writing to apply for the position of Business Development Manager at Guinea Insurance plc, which I saw advertised on Omadaily. Guinea Insurance plc is a respected name in insurance, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Economics from Bayero University, Kano, and I have 8 years of experience, most recently as a Business Development Manager at Crownbridge Nigeria Ltd. In this role I grew new-client revenue by N450 million in two years, and I won three multinational clients through tenders and proposals.

I understand how much Guinea Insurance plc depends on trust, accuracy and good customer relationships, and I am careful with numbers, documents and confidential information. I am also skilled in B2B sales, pipeline management and proposals and tenders.

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 Guinea Insurance plc. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Halima Ogunleye

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