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13 November 2026

The Human Resources Manager
Innovations for Poverty Action (IPA)
Nigeria

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 Innovations for Poverty Action (IPA), which I saw advertised on Omadaily. Innovations for Poverty Action (IPA) 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 Nnamdi Azikiwe University, Awka, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Silverleaf Partners 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 Innovations for Poverty Action (IPA) 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 Innovations for Poverty Action (IPA). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Yetunde Danjuma

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