Ngozi Danjuma
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The Human Resources Manager
International Facilities Services (IFS) Group
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 International Facilities Services (IFS) Group, which I saw advertised on Omadaily. International Facilities Services (IFS) Group is a respected employer in Nigeria, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Business Administration from Obafemi Awolowo University, Ile-Ife, and I have 6 years of experience, most recently as an Administrative Officer at Sapphire Crest 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 International Facilities Services (IFS) Group 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 International Facilities Services (IFS) Group. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Ngozi Danjuma

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