Kelechi Ogunleye
12 Adewale Street, GRA, Port Harcourt
0800 000 5097 · kelechi.ogunleye@email.com

20 November 2026

The Human Resources Manager
Johnson’s Consult Enterprise
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 Johnson’s Consult Enterprise, which I saw advertised on Omadaily. Johnson’s Consult Enterprise 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 Ahmadu Bello University, Zaria, and I have 6 years of experience, most recently as an Administrative Officer at Riverstone Group 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 Johnson’s Consult Enterprise 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 Johnson’s Consult Enterprise. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Kelechi Ogunleye

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