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The Human Resources Manager
Life at Best Development Initiative (LABDI)
Borno State, 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 Life at Best Development Initiative (LABDI), which I saw advertised on Omadaily. Life at Best Development Initiative (LABDI) 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 University of Ibadan, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Greenfield Consolidated 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 Life at Best Development Initiative (LABDI) 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 Life at Best Development Initiative (LABDI). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Ibrahim Garba

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