Olumide Adeyemi
12 Adewale Street, Lekki, Lagos
0800 000 0959 · olumide.adeyemi@email.com

11 November 2026

The Human Resources Manager
Malaria Consortium
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 Malaria Consortium, which I saw advertised on Omadaily. Malaria Consortium is a respected name in government & Public Sector, 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 Northgate Allied 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 want to contribute to public service, and I would bring integrity, hard work and respect for due process to Malaria Consortium. 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 Malaria Consortium. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Olumide Adeyemi

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