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The Human Resources Manager
Nigerian Economic Summit Group (NESG)
Lagos, 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 Nigerian Economic Summit Group (NESG), which I saw advertised on Omadaily. Nigerian Economic Summit Group (NESG) 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 Lagos State University, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Brightwave Services 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 Nigerian Economic Summit Group (NESG) 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 Nigerian Economic Summit Group (NESG). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Funke Nwosu

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