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The Human Resources Manager
Owu Kingdom Palace
Abeokuta, Ogun 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 Owu Kingdom Palace, which I saw advertised on Omadaily. Owu Kingdom Palace 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 Port Harcourt, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Bluerock Enterprises 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 Owu Kingdom Palace 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 Owu Kingdom Palace. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Segun Adeyemi

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