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The Human Resources Manager
Shally Essence Scents and Cosmetics
Lekki, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at Shally Essence Scents and Cosmetics, which I saw advertised on Omadaily. Shally Essence Scents and Cosmetics is a respected employer in Nigeria, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Business Administration from University of Ibadan, and I have 6 years of experience, most recently as an Administrative Officer at Kanem Resources 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 Shally Essence Scents and Cosmetics 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 Shally Essence Scents and Cosmetics. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Ibrahim Lawal

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