Damilola Yusuf
12 Adewale Street, Lekki, Lagos
0800 000 5150 · damilola.yusuf@email.com

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The Human Resources Manager
The Christian Retreat Centre (CRC)
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 The Christian Retreat Centre (CRC), which I saw advertised on Omadaily. The Christian Retreat Centre (CRC) 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 Lagos, and I have 6 years of experience, most recently as an Administrative Officer at Riverstone Group 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 The Christian Retreat Centre (CRC) 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 The Christian Retreat Centre (CRC). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Damilola Yusuf

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