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The Human Resources Manager
United Nations Industrial Development Organization (UNIDO)
Head Office, Lagos

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 United Nations Industrial Development Organization (UNIDO), which I saw advertised on Omadaily. United Nations Industrial Development Organization (UNIDO) 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 Nnamdi Azikiwe University, Awka, and I have 5 years of experience, most recently as a Monitoring and Evaluation Officer at Crownbridge Nigeria 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 United Nations Industrial Development Organization (UNIDO) 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 United Nations Industrial Development Organization (UNIDO). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Musa Afolabi

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