Adaeze Adebayo
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The Human Resources Manager
Voice of Women Empowerment Foundation
Lagos-Ibadan Expressway, Ogun State

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 Voice of Women Empowerment Foundation, which I saw advertised on Omadaily. Voice of Women Empowerment Foundation 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 Lagos, 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 Voice of Women Empowerment Foundation 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 Voice of Women Empowerment Foundation. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Adaeze Adebayo

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