The Human Resource Manager,

The General Manager,

Central Bank of Nigeria,

Oyo State,

Nigeria.

Dear Sir/Ma,

         APPLICATION FOR GRADUATE EXECUTIVE ASSISTANT POSITION

Dear Human Resource Manager, I write to apply as a Graduate Executive Assistant in your organization. My name is Majeed Abisola Adejoke. I am 21 years old, a graduate of Zoology  from University of Ilorin with the Bachelor's degree (Second Class Honours Upper Division), NYSC completed.

My education, skills, trainings and experience has helped me to build strong and practical administrative and customer service skills which when applied will produce high-level productivity and profit to any organization.

I have few certifications from Pan African Institute which has developed my communication & leadership skills as well organizational strategy.

Kindly review my application for additional details. Thank you for your time and consideration. I look forward to your reply.

Yours faithfully,

Majeed Abisola.

08175754261