IGOMU DAVID OGBE

23rd/09/2022

**Dear Sir/Madam**

**APPLICATION FOR THE POSITION OF A GENERAL ADMINISTRATION DIRECTORATE/DIRECTORATE OF PRIVATE SECTOR**

Please find my attached resume in support of my application for the above position.

I am applying for this role because I strongly believe I have the necessary skills, qualities and experience needed to contribute to the team in the fastest time possible.

Having already worked within similar industries, I have the knowledge and experience needed to contribute to the team in the fastest time possible.

A brief overview of the skills, qualities, and attributes I possess are as follows;

* An ability to work as part of a team to achieve the company goals and project;
* High levels of customer service and care
* Taking responsibility for my ongoing professional development;
* An honest, reliable, and disciplined approach to my work;
* Ability to follow rules and procedures;
* A fast learner who requires little supervision;
* A willingness to take on all tasks regardless of their complexity;
* Proficient in all types of Microsoft applications;
* A positive and enthusiastic altitude to my work.

I am available for an interview at short notice and would very much appreciate the opportunity to demonstrate to you my skills, qualities and experience and how I can help your company to continually strive.

Yours faithfully

IGOMU DAVID OGBE

+2347066844738

oluwaduke@gmail.com