Behind General Hospital,

Tse-Agberagba, Konshisha

Benue State.

30th January, 2022.

The Human Resources Manager,

APIN Public Health initiatives,

Plot 1551, APO Resettlement, Zone E,

APO FCT, Abuja.

Dear Sir/Madam,

**APPLICATION FOR THE POST OF TECHNICAL OFFICER, MONITORING AND EVALUATION**

I write to apply for the recently advertised position of Technical Officer, Monitoring and Evaluation. I believe that my skills and experience match with the advertised job requirement and make me a worthy candidate.

I hold a Bachelor’s degree in Public Health and have worked with various donor funded projects and have gained relevant experience for seven (7) years implementing Monitoring and Evaluation activities, such as Monitoring of Project Performance, M&E Database Development and Management, Data Validation, Data Quality Assessment, analysis of quantitative and qualitative data, as well as routine site visit to strengthen M&E systems.

I am proficient in Microsoft Office Suite and have very good knowledge of statistical analysis tools like Stata. Besides, I have excellent interpersonal relationship skills, as well as effective communication skills.

Moreover, my in-depth knowledge of HIV Prevention, Treatment and Care will enable me to discharge my duties effectively. I look forward to an opportunity to put my knowledge to good use in achieving set objectives.

Thank you for your time and anticipated cooperation.

Yours faithfully,

Amough Terhemba Kelvin