

ADEBAYO SULEIMAN OLADIMEJI

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The Registrar,

Adeleke University, Ede.

Osun State.

P.M.B 23104

Nigeria.

Dear Sir,

I'm pleased to be applying for the Office Administrator position at Adeleke University, and I look forward to hearing from you soon. I excel at meeting deadlines, always exceeding expectations and working with a wide variety of people. I enjoy working in an office environment and the challenge of meeting business goals. My long-term career goals are to work as an Office Administrator, and I believe this position is an excellent chance for me to showcase my unique skill set.

In my Post-NYSC experience, I played an integral part in administrative support for the Director for Entrepreneurship, Osun State University, Osogbo and coordinated various schedules and meetings. I also worked on special projects.

Maintaining a high level of professionalism is always a top priority, and I believe every employee is valuable and should be treated with respect. I graduated with a four-year degree from Osun State University in Computer Science, and I finished as the best graduating student in class. I believe the combination of my education and prior work history gives me an excellent chance to succeed at Adeleke University.

Thank you for taking the time to review and consider my job application. I can't wait to learn more details regarding the Office Administrator position at Adeleke University, and I hope to hear from you soon. I believe that I am highly qualified for this position and can be a valuable employee. Please let me know if you have any questions.

Sincerely,

Adebayo, Suleiman Oladimeji