

Adeleye Adeoye

Estate manager

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Arafco Mechanical Services Ltd

RE: Administrative Officer

Dear Hiring Manager,

As an experienced Estate Manager, the advertisement for Administrative Officer with Arafco Mechanical Services Ltd sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to Arafco Mechanical Services Ltd. In my Estate Manager role, I honed my abilities in training and development and process improvement, providing a firm foundation for the Administrative Officer position. My collaboration, people-centric nature, and compassion have afforded me excellent customer service skills.

I am excited to contribute my talents and proficiency in critical thinking toward your team efforts. As an engaging communicator with a proven track record in event coordination, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Administrative Officer role.

Thank you for your time and consideration of my candidacy.

Sincerely,
Adeleye Adeoye

