

3, Olorungbeja Street, Zone 3,  
Behind Ona Ara Hospital,  
Ibadan.  
13th July, 2024.

**The Human Resource Manager,**  
Dana Group, Dana House,  
116, Oshodi-Apapa Expressway,  
Isolo,  
Lagos State.

Dear sir.

## **APPLICATION LETTER**

I **Adedeji Adewale O.** hereby write to your noble organization to apply for the post of **Maintenance Officer** under your jurisdiction.

I graduated from Ekiti State University with a Bachelor's Degree in Computer Science. I also have some certificates in Computer Graphics, Computer Engineer, Internet Proficiency, etc.

I promise to discharge all my ability to carry out my duties in the company by working in team with my colleagues.

I shall be diligent and hardworking to see to the continual development and expansion of the company.

*Yours faithfully,*

**Adedeji, Adewale O.**

08168343103.