Dear Sir

I am Echezona Victor Chukwudozie:

It is my goal to secure a position with a reputable organization where I can put my education, training and skills to good use and this job would be the perfect opportunity to accomplish that objective. I earned a bachelor’s degree in cooperative and rural development and acquired years of experience performing administrative work, management, projects, business operations and information technology.

I have extensive knowledge of MS Office programs, data collection, quality assurance, processing and statistical analysis. My experience includes monitoring design projects, training new staff and coordinating with the staff and different departments handling each project to ensure all phases of the plan are going according to schedule. It also includes creating new proposals for projects, preparing reports and giving presentations to explain the proposals.

My personal skills include the ability to multi-task, stay organized and to adjust to different work conditions in a fast and timely fashion. They also include being dependable, organized and observant with the ability to pay close to attention to detail. I have an influential personality and possess strong communication skills with the ability to convey information clearly.

A comprehensive look at my educational background, work history and skills relevant to this position are detailed in my resume along with references. I am confident that you will agree my credentials match the need of your organization.

You can contact me for an interview by calling 234-8039289070 and I look forward to meeting with you to discuss this position in more detail.

Respectfully,

ECHEZONA VICTOR CHUKWUDOZIE