Emeka Kanikwu

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1st June, 2019

Director of Human Resources,

Save the Children,

Nigeria.

Dear Sir/Ma,

APPLICATION FOR PROJECT ASSISTANT

### I am writing this letter to apply for position of IT officer. I saw an open call for the applications on myjobmag.com. I am passionate about and have a personal interest in causes that create an enabling environment for our future generation. My educational background, hands-on experience, refined skills and abilities makes me an excellent candidate for this position.

I have managed to acquire a wide range of skills presently at Comforters Empowerment Initiative Nigeria. I have gained massive professional experience in operational and administrative support activities. I am a well-organized person who can maintain a proper and effective filing system in place to ensure proper documentation and easy retrieval. I can also contribute to the proper administration of the organizations assets through a detailed Asset Register method.  
In addition I have a proven track record of being a good leader and the ability to work in a team. I have also contributed my skills in the preparation of a training workshop for field staff and also had the opportunity to make travel arrangements for staff going for assignments out of office.

I have attached my curriculum vitae, which is presented for your consideration. As I have qualification and valuable experience which represents me as an eligible candidate for the position. I believe that working in Save the Children, would be a good environment to show off my full potential, utilise my skills and knowledge. I am a big team player and enjoy working harmoniously with others.

I sincerely hope my application is given consideration. Kindly find further details about my academic and professional history in my curriculum vitae. Finally, I sincerely look forward to a response from you as I am open to contact via either of my details above. Many thanks.

Sincerely,

Emeka Kanikwu