Dear Sir/Madam,

Sequel to your recent online publication, I write to indicate my ardent interest in the position of reproduction/documentation assistant at ECOWAS.

I am a highly talented and self-motivated graduate of microbiology seeking to build a career in your reputable organisation. I hold a Second Class Honors lower Division Bachelor of sciences (B.Sc) degree from Madonna University Elele, Rivers state.

I am convinced that this position would equip me with relevant skills to develop professionally in this field, while providing an environment to harness my skills and competencies enabling me to make meaningful contributions towards achieving the goals and vision of this organisation. I possess excellent computer skills in Microsoft Word, MS-Excel and MS-PowerPoint which I have demonstrated keenly at workplaces.

My work experience at Udo Chambers and associates Aba and Kings and Queens Primary and Secondary School Maitama availed me the opportunity to exploit my competencies and attributes and was constantly hailed by my superiors for my creative and diligent approach to task and accomplishing it a timely manner.

I look forward to discussing my application with you in further detail. In the interim, I appreciate the time you have spent reviewing this letter.

Thanks for your consideration.

Yours Sincerely,

Kamani Ngozi Chukwu

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