No 15 Stella Oghoro Strt, DLA rd Asaba

Delta State

18th March 18, 2019

Play Learn school Okpanam road Asaba

Delta state

Office of the HR

Dear Sir/Madam

**Application for the post of an Admin**

I Ifechukwu Okoye in response to the vacant position in your firm, hereby apply for the post of an admin officer. I have obtained a PGD in customer relationship management and marketing training and have also worked in school as an office assistant, this experience had prepared me to a great extent for the life in a school environment. While working as an office assistance I taught the basic 6 students on computer literacy and basic 1 to 6 on introduction to phonics, also this experience had helped me build my tolerance level for these students and gave me the ability to relate with their parents. I believe that with my qualifications as a customer relations manager and marketing officer I will contribute immensely to the growth and success of this Noble institution as well as learn more.

I really look forward to an opportunity to work with you. Thanks

Yours faithfuly

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Ifechukwu Okoye