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Human Resources

Shell Petroleum Nigeria Limited

No 125, Industrial Area Ogunu Warri, Delta State, Nigeria

Dear Sir,

Job Recruitment

I read your posting for a job with interest. I am certain I would make a valuable addition to your organization.

I am experienced in teaching and also proficient with Microsoft Word, Excel, Publisher and PowerPoint software, Windows OS.

In addition to my experience and personal qualities, I have a solid educational foundation in Biochemistry and I am extremely enthusiastic about Shell Petroleum Nigeria Limited and would welcome the opportunity to contribute to your ongoing success.

Please review my curriculum vitae for additional details regarding my expertise and experiences.

Thank you for your consideration.

Faithfully,

Ufere Chinenye.