**Phase 4 behind timber shed,**

**New nyanya karu local government,**

**Nasarawa State.**

**Through**

**The human Resource Manager**

**Talenthub.xlafricagroup .com.**

**Dear Sir/Ma,**

**APPLICATION FOR EMPLOYMENT.**

**Reference to your advertisement,I write in response,am a graduate of public administration with high degree of self motivation, enthusiasm tolerance, ability to communicate and above all having a willing mind to work.**

**Having achieved repeated successes in my career as a resource person,I desire to expand my professional horizon by seeking new challenges in the area of an administrative office assistant in your organization**

 **Consequently, with my knowledge, experiences as well as discipline, I wish to apply for the office of an ADMINISTRATIVE OFFICE ASSISTANT,as a member of staff of your organization,I shall abid to administrative ethos, respond to Mails and correspondence.**

**Thanks in anticipation for a positive response.**

**Yours Faithfully,**

**Signed**

**ROBERT,HANDSOME EMMANUEL**