

Sir,

COVER LETTER

Applying as an Administrative Officer, I humbly wish to apply for employment in your company, I have worked with several service oriented companies here in Nigeria and I think I will match your standard, I am a young woman from Amannachi in Orsu Local Government Area all in Imo State. I graduated from Federal Polytechnic Nekede, where I obtained a Higher National Diploma in Mass Communication. I am computer savvy and can surf the internet with ease. I have good customer relationship and the different places where I have served will attest to this fact. I wish to contribute my wealth of experience in the administrative industry and I want to add value exceptional by becoming one of the team members of this great company.

I will match the standard of this company base on quality training I was giving by my past employers.

Sir, I will improve good documentation in any office, or in the field and motivate my team to increase productivity in the company and I will at all time go the extra mile to exceed the expectation of my esteem management, I will continuously demonstrate total commitment to superior quality and service delivery.

Integrity will be my watch word; I will be honest and respect each other views and opinions.

Sir, I am efficient, and dependable, I like this company and will enjoy working here as I will be looking forward for your favourable and consideration of my application.

Thanks

Yours faithfully,

08169693261

AMAECHI BLESSING O.

AMAECHI BLESSING ONYINYECHI

No. 6 Chief James Ikegwuru Street, Off Kala, Port Harcourt, Rivers State.

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OBJECTIVES

To be optimistic and make positive impact towards the success of the institution that encourage individual contribution, dynamism, team spirit and hard work, through highly challenging opportunities, effective and qualitative training, I see myself as a significant contributor to the institution's aspiration and achievement.

CORE SKILL

- Proficient in English Language
 - Microsoft Office Savvy
 - Internet Savvy
 - Ability to learn fast
 - Effective Management Skill
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PERSONALITY

God fearing, easy going and dynamic.

PERSONAL INFORMATION

Sex:	Female
Date Of Birth:	23 rd Jan. 1997
Place Of Birth:	Lagos
Marital Status:	Single
State Of Origin:	Imo State
L.G.A:	Orsu
Religion:	Christianity
Nationality:	Nigerian

ACADEMIC QUALIFICATION

- | | |
|--|------------------|
| ❖ National Youth Service Corp (NYSC)
Community Secondary School (UBE)
Rumuapara Obio/Akpor L.G.A | 2021-2022 |
| ❖ Higher National Diploma (HND).
Federal Polytechnic Nekede, Owerri
Mass Communication | 2017-2019 |

- ❖ National Diploma (ND) **2014-2016**
Federal Polytechnic Nekede, Owerri
Mass communication
 - ❖ Senior School Certificate (S.S.C.E) **2007-2013**
Stockhan Comprehensive College Isashi, Lagos State.
 - ❖ First School Certificate (F.S.L.C) **1999-2005**
Staff Nursery and Primary School Academy
Ijaniki, Lagos State.
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WORK EXPERIENCE

- United Bank of Africa (UBA) **2019-2021**
Position: Customer Service Representative
 - N.T. A Channel 12 Owerri. **2016-2017**
Position: Programmer
 - Emmalac Industry Chemical Limited **2012-2014**
Position: Customer Service Manager
 - Jo Services Technology Limited **2010-2011**
Position: Computer Analyst.
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INTEREST: Reading, Creativity, Observation and Music

REFEREES

Mr.Uche

Lecturer (Mass Communication) Federal Polytechnic Nekede, Imo State.
Phone No: 08063639207

Mrs. Margaret

Port Harcourt, Rivers State.
Phone No: 08064808839

Mrs. Lilian Amaechi

Emmalac Industry Chemical Limited
Phone No: 08037126418