

Dear Recruitment manager,

I am applying for the research officer position that is available through your company.

I hold a Higher national diploma in public administration and i have worked collecting and analyzing data with binomial optimus limited,on project based on adolescence girls.

I have an excellent working knowledge of internet and written communication skills are among my greatest strengths. I have also demonstrated superior ability in the areas of public relations and interpersonal skills relating to managing a work team. My employers can attest to my tact and strong organizational skills, as well as my handling of confidential information.

From the foregoing I am sure you will agree I am eminently qualified for the post of Research Officer. I look forward to hearing from you, and can be reached at 07064508615.

Sincerely,

Adesola oreoluwa Deborah