

SAMPLEAPPLICATIONLETTER

Anthonyo.John

15BAJULAIYESTREETLAGOS.

Office Phone:XXXXXXXXEXT.XXX, RESIDENCE:XXXXXX GSM:08023050275

E-mail:xxxxxx@hotmail.com

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The Head of Human Resources (or as advertised)
22 XXXXXXXX XXXXXXXXXXXX, Lagos, Nigeria.

Dear Sir,

APPLICATION FOR EMPLOYMENT

I wish to be considered for a suitable position or (state the position you are interested in) in your organization. My brief profile is as summarized below:

AGE: XX years

QUALIFICATIONS:

Start with the most recent Certificate or the one that relates most to the job you are applying for and let them know some of the other development and training programmes you have attended. e.g

Bachelors degree in Chemical Engineering. I have attended many professional and personality development programs and retreats on xxxxxxxx Accademic Awards can also be slotted in here.

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:

Nigerian Institute of Management (NIM) , Institute of Management Consultants of Nigeria (IMC) , and the xxxxxxxxxx

EXPERIENCE:

I have a total of **xx years** of working experience covering (what has been advertised or related to what has been advertised). I was part of team that (.....Achievements related to what you've applied for) . At the moment I work for XXXXXXXXI Ltd where I have responsibility for XXXXXxxxxxxxx. OR During my Youth Service in 2004 I worked for XXXXXXXXXXXLTD as XXXXXXXXXXXXXXXXXXXX where was involved in xxxxxxxxxxxxxxxxxxxxxxxxxxxx.

SPECIAL SKILLS & ATTRIBUTES:

- .XXXXXXXXXXXX (Usually from the advert if you are familiar with it) XXxxxxxxxxxxxxxxxx

Please find attached my CV which details my capabilities. I believe you will find my service useful to your organization, and would appreciate the opportunity of an interview.

Yours Sincerely,

Anthony O. John