**EDMUND, OFONIME SYLVESTER**

Address : 69 Itu Road, Uyo, Uyo, Akwa Ibom State

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5th November, 2019

The MD/Director

Nsik Engineering Company Limited

Plot 7 Synagogue Avenue Obio Etoi, Uyo

Akwa Ibom State

Nigeria

 Sir,

**Application as Clearance Officer**

I am applying for the above mentioned position in the company as advertised.

My previous experiences have been within administration and I have had experience of working at Unilever ware house (Agbara, Ogun State) and feel that my skills are transferable to the role of a clearance officer.

I am a very organized individual who is very strict in working processes and procedures and likes to ensure that I work to the letter and get my job done carefully and accurately.

I have a confident nature and I am happy working part of a team and on my own initiative depending on the situation. I have had experience with all manners of people from all walks of life and I feel that I deal with people very fairly and firmly as required by the nature of my role.

I enjoy working in industry and would like to continue my career within the industry and hope that you will consider me for this role.

Please find my contact information at the top of this letter, as well as on my enclosed resume. I appreciate your time spent reading this letter, and look forward to connecting in the future.

Yours Sincere

Edmund, Ofonime Sylvester