

Chidiebere Okafor

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The Human Resource Manager,
Ayoba limited,
Plot 15, Adeola Odeku Street,
Victoria Island,
Lagos State, Nigeria.

Dear Sir/Madam,

APPLICATION FOR THE POSITION OF STORE KEEPER

I am writing to express my strong interest in the position of Store Keeper at your company in Lagos State, as advertised.

With over three years of hands-on experience in inventory management, stock control, and warehouse operations, I believe I am well-suited to contribute effectively to your team.

I hold an OND in Business Administration from Yaba College of Technology and have gained practical experience working as a Store Assistant at Emeka & Sons Limited, where I was responsible for stock receipt, documentation, and dispatch coordination. I am highly organized, detail-oriented, and proficient in inventory software like QuickBooks and Excel.

I am confident that my skills in stock monitoring, timely reporting, and my ability to maintain accurate inventory records will be valuable to your organization. I am a fast learner, work well under pressure, and always ensure proper record-keeping that aligns with company standards.

I am available for an interview at your earliest convenience and would be grateful for the opportunity to further discuss how I can add value to your team. I can be reached on 08061234567 or via email at chidiebere.okafor@gmail.com.

Thank you for considering my application.

Yours faithfully,
Chidiebere Okafor