Dear UNHCR,

I am interested in the role of a Reporting Associate at the UNHCR in Cross River State because for a long time, I have had an avid interest in humanitarian affairs. I have also had the privilege of handling voluntary roles that involved working with disadvantaged groups.

I am a Bachelor´s Degree graduate of Business Administration but my first experience with Touch a Life Initiative- an NGO geared towards reducing the effects of HIV/AIDS, made me fully appreciate the need for accurate reporting of issues concerning the vulnerable. My experience with the real victims only made it clear that having a desire to help was but a first step.

In addition, at different times in the last 6 years, I have worked as an Editor, Writer and Research Officer with the responsibilities of collating information, analyzing outcomes, drafting reports, developing baselines for projects, making presentations, taking minutes, managing processes and dealing with the public

I am proficient in the use of Microsoft office applications. My work style is detailed, creative, and communicative. I am known for beating deadlines or at least, keeping to them. I do this by breaking down my assignments into smaller steps and completing the benchmarks.  I hope to replicate that programmatic work ethic at the UNHCR.

I do believe my unique combined traits make me the best candidate for this position. While I understand you may be culling through other applicants, I am quite confident that my qualification and experience are perfect for this role.

I can be reached anytime via anibe.idajili@gmail.com or 08066230635.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

Anibe Idajili