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The Human Resource Officer  
Public Service Club  
P.O. Box 47345–00100  
Nairobi, Kenya

**Re: Application for ICT Officer Position**

Dear Sir/Madam,

I am writing to express my interest in the ICT Officer position at Public Service Club, as advertised. I hold a Bachelor's Degree in Business Information Technology and possess hands-on experience in ICT support within both government and private sector institutions. I am confident in my ability to support and maintain your ICT systems, provide user support, and contribute to the Club's digital development.

In my recent roles—including at the State Department for Sports and the Kenya National Examinations Council (KNEC)—I offered technical support, managed user accounts, installed and maintained hardware/software, kept ICT inventory up to date, and ensured uninterrupted IT operations. I am well-versed in Windows OS, the Microsoft Office Suite, networking fundamentals, and helpdesk systems.

In addition to my ICT skills, I am also a self-taught graphic designer with experience in designing digital and print materials. This creative skill further enhances my value as a versatile team member capable of supporting both technical and communication-related tasks.

I am a disciplined and ethical professional who upholds the values of integrity, service, and accountability as outlined in Chapter Six of the Constitution of Kenya. I would be honored to contribute to the Public Service Club's continued excellence.

Thank you for considering my application. I look forward to the opportunity to join your team and contribute meaningfully to your ICT function.

Yours sincerely,  
Daniel Gathinwa