**EMILY NJOKI WANYEKI,**

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**PHONE: 0718372847**

**THE MANAGING TRUSTEE,**

**NATIONAL SOCIAL SECURITY FUND,**

**P.O BOX 30599-00100,**

**NAIROBI.**

**To whom it may concern,**

**DEAR SIR/MADAM,**

**REF: APPLICATION FOR JOB VACANCY - FINANCE ASSISTANT**

I am a 4th year student pursuing a Bachelor of Science in Information and Communication Technology at Laikipia University of Kenya. I wish to apply for an attachment in your company, which is to commence in October 2021.

Please accept the enclosed resume as my application as an attachee in your organization. I believe I will meet the essential criteria and that I can make an effective contribution to your organization.

I can assure you that I can work under minimal or no supervision. I believe this position will provide a great opportunity to further my chosen career. My willingness to work hard and build my skill base will make a good candidate for this job.

Attached is a letter from the university and my particulars. I hope you would allow me to start my internship from October 4th  and I look forward to a favorable consideration from you and shall be much grateful. Thank you in advance.

YOURS FAITHFULLY,

EMILY WANYEKI.