EMILY NJOKI WANYEKI,

P.O BOX 462\_00100,

NAIROBI.

July 12, 2019.

Dear Sir\Madam

I am writing to apply for the clerical position. I am a secretarial professional with nearly two years of experience in various types of clerical work. In my current position as secretarial assistant with star view agency, I take incoming call, messages and prepare documents among other clerical duties. I am highly organized with good time management skills. I thrive in fast paced environment and have excellent customer service skills.

Above all I have been commended for my knowledge and skills in utilizing computer programs and office equipment used for everyday business needs. I would like to bring this level of professionalism to your company so that I may help your office run smoothly and efficiently. I have no doubt you will find me to be an excellent candidate for your clerical position.

I look forward to hearing from you regarding this job opportunity. Thank you so much for your time and consideration.

Sincerely,

Emily Wanyeki.