**JOAN WANGECI GATUNDU,**

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**HUMAN RESOURCE MANAGER,**

**NATIONAL HOSPITAL INSUARANCE FUND,**

**P.O.BOX 30443-00100,**

**NAIROBI, KENYA.**

**Dear Sir/ Madam,**

**RE: APPLICATION FOR THE SALES AND MARKETING OFFICER POSITION**

I would like to present my CV for review and Consideration in response to your posting for the above role. I'm a positive, highly trained, and self-motivated individual with a history of win / win partnership development and maintenance. I can interact with customers easily; inspire and influence them with a credible style which makes them want to do business.

With my seven years of experience supporting the retail, small and medium-sized businesses, I have acquired comprehensive expertise in various fields. My achievements include:

•Delivering round the clock customer service to clients

•Outstanding marketing skills track record, company portfolio growth, strong sales performance and operations.

•Power demonstrated to produce reliable and consistent results

•Contributing to the growth of an organization by creating and implementing organizational strategies

•A good team player and ability to liaise well with other departments.

My motivation for seeking employment at your company is because I see this vacancy as an opportunity of contributing to a reputable business, and I feel I can do that by horning my skills and abilities to this position. I have acquired a wealth of practical knowledge that I believe will be of the utmost benefit to your organization's development. Furthermore, my versatile nature helps me to try out new ways of doing things and I think I can follow the mantra your organization follows.

Thank you for your time and I look forward to hearing from you.

Yours faithfully,

**Joan Wangeci Gatundu.**