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**Maureen Nyokabi**

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4th September 20XX

**Hiring Manager**

Hand in Hand Eastern Africa  
P.O BOX 8562-00100,  
Nairobi

Dear Hiring Manager,

**RE: APPLICATION FOR FIELD ENUMERATOR POSITION**

I am writing to apply for the Field Enumerators position at Hand in Hand Eastern Africa, as advertised with REF No: HEA FE-01/2023. With a track record of excellence and dedication to achieving remarkable results, I believe I am well-suited to contribute to your data science and research team.

As a highly motivated and inspired individual, I possess all-rounded proficiency across a range of skill sets. I am an energetic and ambitious candidate who is committed to achieving success both individually and as part of a team. My excellent communication skills and team spirit make me a valuable asset in any workplace, as I can effectively collaborate with colleagues and provide exceptional service to clients.

During my tenure in various roles, I have demonstrated outstanding organizational skills, exceptional leadership abilities, and strong attention to detail. These attributes have enabled me to effectively manage schedules, appointments, and front office settings, ensuring a welcoming environment for clients. Additionally, my experience in coordinating executive calendars and supporting executive initiatives showcases my commitment to operational efficiency and professionalism.

Furthermore, my proficiency in recording transactions and using POS systems has been instrumental in maintaining accurate inventory and providing secure and accurate cash and credit transactions. Moreover, my ability to master new technology tools, including Android-based tablets and mobile data collection applications, aligns with the requirements specified for the role.

With a strong work ethic and a passion for achieving results, I am confident in my ability to make a positive impact in any organization. I am eager to utilize

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my skills in inventory management, customer service, and data collection to support Hand in Hand Eastern Africa's vision and mission.

I am enthusiastic about the opportunity to contribute my skills and expertise to the success of Hand in Hand Eastern Africa. Please find attached my CV for additional details about my qualifications and experiences.

Thank you for considering my application. I look forward to the opportunity of an interview to further discuss how my abilities can benefit your esteemed organization.

Yours sincerely,

**Maureen Nyokabi**