

Joyce Njeri Miako

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The Secretary, Board of Management

Bura Girls High School

P.O. Box 81 – 80311

Ng'ambwa, Taita/Taveta

RE: APPLICATION FOR THE POSITION OF IT TECHNICIAN – JOB GROUP F

Dear Sir/Madam,

I am writing to express my sincere interest in the IT Technician position (Job Group F) as advertised. I hold a Bachelor's degree in Business Information Technology from Dedan Kimathi University of Technology (DeKUT), and I bring a unique blend of technical expertise, practical experience, and a passion for enhancing learning environments through IT solutions.

During my academic and professional journey, I served as an intern at Jomo Kenyatta University of Agriculture and Technology (JKUAT), where I helped automate academic workflows, developed a responsive student portal using Flask and SQL, and implemented secure, role-based systems for students and staff. My experience also includes managing school systems, user accounts, routine troubleshooting, and network configuration — all essential for maintaining a stable ICT infrastructure in a busy school setting.

Additionally, I have worked with the SKIES Program (World Bank & Ministry of Finance) where I contributed to national-level data analytics and machine learning models for public financial management. This experience has sharpened my problem-solving skills, data handling capabilities, and collaborative mindset.

I am well-versed in Windows and Mac OS environments, Microsoft Office Suite, networking (routers, firewalls), and computer hardware troubleshooting. I hold relevant certifications in AI, data science, and digital technologies from institutions including AWS, Cisco, and IBM. At 25 years of age, I am disciplined, adaptable, and able to deliver under minimal supervision.

Enclosed are my CV, academic certificates, national ID copy, and referees. I would be delighted to bring my skills and enthusiasm to support the ICT functions at Bura Girls High School and contribute meaningfully to your institution's digital excellence.

Thank you for your time and consideration. I am available for an interview at your earliest convenience.

Yours faithfully,

J.N.M

Joyce Njeri Miako