

Karen Munuhe

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Dear Hiring Manager,

Re: Application for a Job - Supply Chain Position

I am excited to apply for the supply chain position at your company. My background in procurement and supply chain management, along with my studies at Jomo Kenyatta University of Agriculture and Technology, make me a strong candidate for this role.

During my internships at National Environment Management Authority and Red Dot Group, I gained hands-on experience in procurement processes, supplier evaluation, and contract management. I supported tender document preparation, payment processing, and inventory management, which align with the responsibilities outlined in the job description.

I am eager to contribute to your team by supporting procurement processes and fostering positive relationships with stakeholders. My problem-solving abilities, communication skills, and collaborative mindset will help me contribute effectively.

Thank you for considering my application. I look forward to discussing how my skills and experiences can benefit your team.

Sincerely,

Karen Munuhe