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8<sup>th</sup> September 2015.

Director- Human Resource,  
Family Bank Limited,  
P.O Box 74145-00200  
Nairobi.

Dear Sir/Madam,

**RE: APPLICATION FOR GRADUATE CLERK: OPERATIONS OFFICER JOB**

I am a Computer Science graduate and I am here by writing to apply for Operations Officer job in your company. I am currently working at Kenswitch Limited an intern with responsibilities of ATM pin processing. I also have skills and experience in software development using Java, PHP, HTML, Visual Basic and MySQL database management system.

I am an ambitious, hardworking person who pays attention to details, possesses excellent analytical and communication skills and I am eager to learn new skills from other people. The said skills that I have has made me interested and keen to work with a company of great reputation and high profile like Family Bank Limited.

I would be delighted to discuss in details with you at your convenience. I would be grateful if you consider my application for this post.

Enclosed find my Curriculum Vitae for more information. Thanking you in advance.

Yours Sincerely,

*SMNgutu*

Shawn Mbuvi Ngutu.