Shawn Mbuvi Ngutu,

P.O Box 90205-00200,

Nairobi - Kenya,

[shawnmbuvi@gmail.com](mailto:shawnmbuvi@gmail.com),

+254 731-628-560

8th September 2015.

Director- Human Resource,

Family Bank Limited,

P.O Box74145-00200

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.