P.O.Box 1424

Mahalapye

17 March 2014

The Operations Manager

UNICEF

P.O.Box 20678

Gaborone

Sir/Madam

**Re: Communication Officer**

Please accept my application for the position of Communication Officer as advertised in the Mmegi newspaper dated Friday, 14 March 2014.

I am a degree holder in Mass Communications from Curtin University, Perth, Australia. I had the privilege to work for an international publishing company, Mongoose Publishing, as an intern in Kuala Lumpur, Malaysia. Most of my experience at Mongoose Publishing was in the area of written and verbal corporate representation of the company.

I possess impeccable grammar and writing skills with boundless knowledge in report writing, presentation and public reporting. My attention to detail and excellent communication skills ensures that public representation on behalf of the company meets the highest possible corporate standard. My verbal communication skills and affirmative attitude makes me an effective communicator with the media, supervisors and targeted audiences.

I welcome the chance to provide you with additional information to supplement what appears in my enclosed resume. I am available for a personal interview at your convenience. Thanking you for time and kindness.

Yours Sincerely

Tebatso Mareko