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7TH MAY, 2024

THE CONTROLLER OF BUDGET,

P.O BOX 35616-00100

BIMA HOUSE 12TH FLOOR,

HARAMBEE AVENUE, NAIROBI.

Dear Sir/Madam,

RE: APPLICATION FOR A JOB IN CLERICAL OFFICER.

I am a graduate of Chuka University having a degree in Bachelor of Science (mathematics) and looking for a job in your company for the clerical officer which I saw from the internet about the vacancy.

Having studied Bachelor of Science (mathematics), I have developed a strong foundation in mathematics, including advanced coursework in calculus, linear algebra, statistics, and mathematical modeling. This rigorous training has equipped me with the analytical mindset and quantitative skills necessary to excel in a variety of roles. I am particularly drawn to the opportunity to apply mathematical concepts to real-world problems and make meaningful contributions to your company.

Other than my academic career, I have proficient interpersonal skills that aid me in customer relations. I have excellent communication skills and I have mastered the use of technology in enhancing the work environment. I have skills in Microsoft office among others. I am convinced

that I shall add value to your team should I be afforded a chance in your company. Further an opportunity at your company, shall be a huge bonus to my career profession. I look forward to hearing from you.

Yours Faithfully,

ZIPORAH NANJALA