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The Executive Director  
African Academy of Sciences  
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20<sup>th</sup> June 2016

Dear Sir/ Madam,

**Re: Application for the Position of Business Development Manager**

I am writing to apply for the position of Business Development Manager with your organization as advertised on the [jobwebkenya.com](http://jobwebkenya.com) website. I hold a Masters of Arts degree in International Studies and have eight years work experience in the area of business development. My most recent employment is with the Federation of Kenya Employers, a business membership organization, where I served as a Membership Services Coordinator from September 2013 to January of this year. My role involved dissemination of information to members of the organization as well as potential members, organizing forums for stakeholders and members, drafting periodic reports on member activities and performing all communication related functions within the organization.

Prior to working with the Federation, I worked with the Kenya Red Cross Society as a business development executive for three years and prior to that with Safaricom Limited. I believe I would be suitably qualified for this role based on my experience and qualifications. Please see attached my CV with greater detail of my qualifications. I look forward to speaking with you about this employment opportunity and can be reached at [mukiriz@gmail.com](mailto:mukiriz@gmail.com) or 0727.872.498.

Thank you for your consideration.

Yours Faithfully,  
**Patricia Mwithiga**  
0727872498