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June 21, 2016

The Human resource Manager,
The African Academy of sciences,
Nairobi

Dear Sir/Madam,

RE: APPLICATION FOR THE POSITION OF A BUSINESS DEVELOPMENT MANAGER

Following the job advertisement on The Standard on June 10, 2016, I wish to express my interest for the position of a lecturer in the School of Business & Economics. I have a Master's degree in Business Administration (Finance Option) from Kenyatta University & Bachelor of Science degree (Mathematics Option) from the University of Nairobi. I am also a Certified Public Accountant (K) & pursuing a Doctoral (Ph.D) Programme in Finance at JKUAT.

I am an experienced Management Consultant with Top Edge Consultants Ltd. I have previously served as the Chief Executive Officer at Universal Traders Sacco where I improved staff productivity through continuous mentorship and support. I have 9 years working experience in the Micro-finance industry and the Sacco Movement. Other top management positions I have held in my career include Credit Manager & Branch Manager in Faulu, Branch Manager & Head of Branches at Universal Traders Sacco.

I am a Trainer of Trainers with proven leadership skills acquired through delegated leadership and position leadership. My training through Leadership Development Program (LDP) with Compassion International exposed me to interpersonal, analytical, problem solving and decision making abilities thereby enabling me to acquire expertise in all facets of successful organizational management. I am a good public speaker with high self-esteem & confidence. I believe that my determination in the present assignment; alongside the willingness to learn will enable me to excel in the role of a Business Development Manager.

My desire for excellence and previous outstanding performance in Leadership, Management & Consultancy, prepares me adequately for the role of a Business Development Manager. I would enjoy the challenge and the learning opportunity that the position will provide. I look forward to a favorable response.

Yours faithfully,

Janefaith Mwatha