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22nd June, 2016

THE HUMAN RESOURCES MANAGER
THE AFRICAN ACADEMY OF SCIENCES
P.O.BOX 24916 - 00502
NAIROBI

Dear Recruiting Manager,

**REF: APPLICATION FOR BUSINESS DEVELOPMENT MANAGER GOOD
FINANCIAL GRANT PRACTICE (GFGP)**

With reference to your advertisement on Daily Nation dated 17th June, I am applying for the above mentioned job in your organization.

I have seven years working experience as an auditor / accounting in an Audit firm. I am a holder of a Bachelor of Commerce, Finance option, CPA (K) and a member of ICPAK. In addition I am computer literate with proficiency in Quick Books, Tally ERP 9, Microsoft Dynamics Navision, Pastel, Systematic, Sage Pastel ACCPAC & Ebiz frame, Case ware, Voyager, Ms Word and MS-Excel.

The position requires a person who has extensive experience in audit and accounting responsible for the best practice for the management of grants provided by international funding agencies among other delegated duties. These are skills I have acquired and refined not only during my academic training but also from my professional working experience. I am accurate with figures, a fast learner with effective written and oral communication and analytical skills as well as good problem-solving skills. Given the opportunity it shall be my obligation to serve to the best of my capacity, taking up every assigned responsibility and involving my innovative mind in it all. I don't assume that I know it all. On the contrary I love to learn new ways of working out things.

Attached is my resume. I am confident that my qualifications and experience will match your expectations and would be glad to attend an interview at mutually convenient time. I look forward for your response.

Yours faithfully,

Nelson M. Kirenge

