Joyce Waithaka,

November 16, 2017

The Human Resource Manager,

Tuskys supermarkets,

Nairobi.

Dear Sir/Madam,

I recently completed my studies at AkiraChix pursing a diploma in Information Technology awaiting for graduation in December. Your Technology aligns very well with my academic background and therefore it is very suitable to me in terms of my field of specialization as well as interest and I will be very grateful if my application is considered favorably.

I am a resilient, hardworking and creative individual. These qualities are necessary for any person in the Information Technology field. I am also a good communicator and a good listener as well hence I can communicate well with clients.

For more details about my academic qualifications, kindly go through my CV.

Thank you for your time and consideration. You can reach me through joycewanjiruwaithaka@gmail.com or 0702228727

Yours faithfully,

Joyce Waithaka.