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To:

Hiring Manager

HACO Industries

Via: www.haco.co.ke/careers

Subject: **Application for Administrative Assistant Position**

Dear Hiring Manager,

I am writing to express my interest in the Administrative Assistant position at HACO, as advertised. I hold a degree in Mathematics and Computer Science, which has equipped me with strong analytical, organizational, and IT skills—key qualities that I believe align well with the administrative responsibilities of this role.

Through my academic and practical experience, I have developed excellent proficiency in Microsoft Office tools, data handling, and efficient scheduling. I am detail-oriented, a fast learner, and able to manage multiple tasks under minimal supervision. I am confident in my ability to provide reliable administrative support and contribute to the smooth running of daily operations.

I am enthusiastic about the opportunity to join HACO and support your team with dedication and professionalism. Thank you for considering my application.

Yours sincerely,

Bruno Musamali