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To:

The Director

Jodan Driving School

Email: recruitment@jodancollege.ac.ke

Subject: **Application for Front Office / Admin Secretary Position**

Dear Director,

I am writing to express my interest in the Front Office / Admin Secretary position at Jodan Driving School, as advertised. I hold a degree in Mathematics and Computer Science, and though my academic background is not in secretarial studies, I am confident that my strong computer proficiency, organizational skills, and experience handling administrative tasks make me a strong candidate for this role.

I have experience working in busy environments, where I handled data entry, scheduling, communication, and support services with accuracy and professionalism. I am self-driven, keen to learn, and have excellent customer service and communication skills—traits I believe are essential for front office operations.

I am excited about the opportunity to contribute to the continued success of the No. 1 Driving School in Kenya. Thank you for considering my application. I look forward to the possibility of joining your dynamic team.

Yours sincerely,

Bruno Musamali