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Secretary,
Presidents Office,
Public Service Recruitment Secretariat,
P.o.Box 2320,
University of Dodoma,
Utumishi/Asha Rose Migiro Buildings
Dodoma.

REF: APPLICATION FOR RECORD MANAGEMENT ASSISTANT.

Refer to heading above.

Am Tanzania girl with 22 years old. I completed my ordinary level in 2016 at Nyerere Secondary School. Also, I have skills and experience in Records Management which I got at Tanzania Public Service Collage in 2018 in Certificate level.

More ever I got my skills and experience from various institutions which I done my field attachment at Kilimanjaro District Council office's which gave me much challenges and experience in managing records.

So that I am applying for the post of records management assistant in your office in order to increase good service in your office.

I attach my current CV and my certificate copies in order to show my reality of this application

I hope my request will be considered effectively

Yours Faithful



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Lilian Vicent Rajabu