Esther Njoki

55418-00200

Nairobi.

9/15/2023

Judicial Service Commission,

Harambee Avenue, 13th Floor,

P.O. Box 40048 – 00100,

Nairobi.

Dear Sir/Madam

Ref: Application of a Quality Assurance/Team Lead Position

I am writing to express my strong interest in the Team Leader/Quality Assurance position as advertised. With my extensive experience in quality assurance, I am excited about the opportunity to contribute to your team's success and uphold the highest standards of excellence.

My professional journey and academic background have equipped me with the skills and dedication necessary to excel in the role, aligning closely with the specific duties and responsibilities outlined in the job description:

Allocate duties and responsibilities to the team: I have a proven track record of leading and managing teams effectively. I believe in the importance of clear communication, delegating tasks based on team members' strengths, and fostering a collaborative work environment to achieve collective success.

Prepare attendance list: My organizational skills and attention to detail enable me to maintain accurate attendance records, providing transparency and accountability within the team.

Prepare the final report for submission to the station leadership: I possess strong analytical and reporting abilities, allowing me to compile comprehensive reports that offer valuable insights to station leadership, facilitating informed decision-making.

During my recent role as a Quality Assurance professional at the Judicial Service Commission, I developed a keen eye for detail while tracking errors and providing constructive feedback. I also demonstrated my ability to make informed decisions by accepting or rejecting draft transcripts based on established quality standards.

My experience as a Quality Assurance at Adept Technologies and Stepwise further honed my attention to detail and ability to deliver accurate results consistently.

I am eager to contribute my skills and experience to your team and help ensure that the commission continues to uphold its reputation for excellence in quality assurance. I look forward to discussing in more detail how my qualifications align with your needs. Thank you for considering my application.

Sincerely,

Esther Njoki