

Minny Wanjiku Njeru,

P.O BOX 64,

Nyahururu.

14th May, 2019,

Teachers Service Commission,

Private bag 00100,

Upper hill, NAIROBI.

Dear Sir/ Madam,

RE:REQUEST FOR INTERNSHIP OPPORTUNITY

I'm a fourth year student pursuing a bachelor of purchasing and supplies management at Taita Taveta University. My four year study ends on 27th November 2020.I believe my related coursework makes me a good candidate for an internship in your organization.

During my industrial attachment at the ministry of agriculture, Nyandarua County, I was able to familiarize myself with the daily activities in the procurement and supply chain. I am confident that this experience as well as my relevant education and desire to become exceptional at my job will be of great value to your company.

In addition to my qualifications, I have also taken up part-time jobs parallel to my 4-year course work through which I have nurtured my communication skills, multitasking and even working longer hours while still meeting targets. All these I believe will make me an asset to the procurement department.

I have attached my CV for your perusal and consideration. .

Thank you in advance.

Sincerely,

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Minny Njeru.