PETER KIPKORIR,

P O BOX 79106-00200,

NAIROBI,

0717795546,

7TH AUG 2014.

THE MANAGING DIRECTOR,

KENYA POWER AND LIGHTING COMPANY,

NAIROBI.

DEAR SIR,

RE: APPLICATION FOR POSITION OF GRADUATE CLERK.

Am a graduate of Business Management accounting option from Moi University. Currently am working with Laptrust on contract basis at Jogoo Records Digitization Project.

I hereby apply for the position of graduate clerk in your organization. The duties I undertake at Laptrust include filing, indexing and auditing records. Other past experiences include graduate training at Nandi Tea Estates limited, County commissioner’s finance department and part time tutor at CITC Kapsabet.

Highly motivated and goal driven professional working with minimum supervision to achieve quality performance and set organizational goals and objectives.

Attached with is my curriculum vitae

Am kindly looking forward for your reply.you can reach me on 0717795546.

Thank you,

Peter Kipkorir.