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**Recruitment Team**  
Together for Inclusion (TOFI)  
Nairobi, Kenya

Dear Hiring Manager,

I am excited to apply for the position of **Executive Support Associate** with TOFI in Nairobi. My background in administrative support, exceptional organizational abilities, and strong commitment to professionalism align closely with the requirements of this role.

In my previous role as a **Software Developer Intern and An Assistant Software Developer at ICAP Kenya**, I provided comprehensive administrative support to a fast-paced international development environment. This included coordinating schedules, managing documentation, and assisting organizing logistics for meetings and travels. My experience has equipped me with the ability to work effectively under pressure while handling multiple priorities.

**Highlights of my qualifications include:**

* **Executive Support**: Adept at managing calendars, scheduling appointments, and drafting professional correspondence, ensuring seamless office operations.
* **Information Flow Management**: Skilled in managing confidential information and ensuring timely communication between teams and senior management.
* **Technical Proficiency**: Proficient in MS Office Suite, document management systems, and tools like SharePoint to streamline administrative processes.

I am particularly drawn to TOFI’s commitment to supporting communities in conflict transitions and its emphasis on gender equality and diversity. My ability to adapt to diverse cultural settings, along with my interpersonal and communication skills, makes me well-suited to contribute to your mission.

I would be honored to join TOFI in advancing its impactful initiatives and would welcome the opportunity to discuss how my skills and experiences align with the needs of this role.

Thank you for considering my application. I look forward to the possibility of contributing to TOFI’s mission and your team.

Yours sincerely,  
David Muchoki Ndungu