

P.O BOX 247-50307,

Lwanda.

18th April 2019.

Human Resource Manager,

Future Kenya,

Nairobi, Kenya

Dear Sir/Madam,

RE: APPLICATION FOR RECEPTIONIST.

I am young, self-motivated, energetic and extremely organized lady motivated by working with others and working hard in making progress in my profession. I believe that I have strong organizational, multitasking, communication and office management skills that I have received from school and the previous and current working environment. Furthermore, am well off experienced in microsoft office package suite.

I have recently completed single and group secretarial studies, I got interested from vacancy advertisement from job web kenya website. Being a trained secretary, it would be a great opportunity to work for you and see my dream come true.

Kindly find attached curriculum vitae, I will provide supporting academic documents upon request.

I am looking forward to your consideration.

Thank you in advance.

Yours sincerely,

Carolyn Omukubi Obunyakha.

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