ELIZABETH MUKAMI NGIGI

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COUNTY SECRETARY AND

HEAD OF PUBLIC SERVICE

NYANDARUA COUNTY

P.O BOX 701-20303

OL’KALOU

Dear sir/madam

RE: APPLICATION FOR ATTACHMENT

I am writing to you to request for an opportunity to work as an attaché in the county public service. I am a fourth-year student in Laikipia University pursuing bachelors in Kiswahili and Communication. It is a school requirement for all students to go for field attachment after their final year(4th) of study to gain practical experience for a period of 8 weeks. I am kindly requesting you to consider my application and give me an opportunity to intern with you from October 18th 2021.

I am a quick thinker, creative, go getter, hardworking and self-motivated. I have the ability to work with minimum supervision, and under pressure and deliver the desired outcome within strict deadlines. I have impeccable skills in public speaking, public relations, writing, editing and research I don’t have any practical experience in my field of study hence I would be grateful to work with talented communication professionals and learn from them.

I am delighted to have an opportunity to collaborate with talented individuals in the communication department and learn more from them, as I showcase my skills. Thank you for your time, and for considering my candidacy for the attachment position. More details about my contacts and qualifications are contained in the attached curriculum vitae.

Sincerely,

Elizabeth Mukami Ngigi