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Hiring Manager,
Accept International
Nairobi, Kenya

Dear Hiring Manager,

I am writing to express my interest in the Program Coordinator position at Accept International as advertised. With a strong background in program coordination, a passion for youth empowerment, and a commitment to peacebuilding, I am excited about the opportunity to contribute to Accept International's impactful initiatives in Kenya.

My educational background in Actuarial Science from Multimedia University of Kenya, combined with my professional experience as a Benefits Analyst at the National Health Insurance Fund, has equipped me with the skills and knowledge necessary to excel in this role. I have successfully managed various projects, ensured compliance with regulations, and maintained accurate records, all of which are critical for the Program Coordinator position.

During my tenure at the National Health Insurance Fund, I was responsible for assessing employee benefits plans, analyzing claims data, and ensuring proper documentation and communication. This role required strong analytical skills, attention to detail, and the ability to manage multiple tasks simultaneously. I believe these experiences have prepared me well to handle the responsibilities outlined in the job description, such as facilitating rehabilitation programs, implementing youth empowerment initiatives, and engaging with local stakeholders.

In addition to my professional experience, I possess strong communication skills, both verbal and written, which have been honed through my work in guiding employees on claim coverage procedures and negotiating discrepancies. I am fluent in English and Swahili, allowing me to effectively communicate with diverse stakeholders and contribute to the success of Accept International's projects. My proficiency in Microsoft Office and Google applications ensures that I can efficiently manage project documentation, reports, and logistical arrangements.

I am particularly drawn to Accept International's mission of breaking the chain of violence and realizing sustaining peace through comprehensive youth empowerment programs. I am highly motivated to contribute to these efforts and am confident that my skills, experience, and dedication make me a strong candidate for the Program Coordinator position.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and passion align with the goals of Accept International. Please feel free to contact me at your earliest convenience to schedule an interview.

Sincerely,
Thomas Ogolla Okello