**Job Seeker’s Name**  
**P.O Box 555 – 00100, Nairobi**

**Your Phone Number & Email Address**

**Human Resource Manager,**  
**XYZ Company Ltd,**  
**5th Floor X House (Company Address)**  
**8th April, 2016**

**Dear Sir/Madam**

I wish to apply for the graduate trainee position at your company, currently being advertised on your company website. Please find enclosed my CV for your consideration.

As you will see from my attached CV, I have recently completed my 5 year Bachelor’s degree in Mechanical Engineering, Fluid Mechanics option at the University of Benin,Nigeria and attained a 2nd Class Honors Upper division. I believe the knowledge I have acquired through my course work, and the skills I picked up from IT Freelancing,Web and software development, social media marketing make me an ideal candidate for this opportunity.

I am interested in this position as it appeals directly to my passion for working with numbers ,data, info technology and interest to learn by working in a fast paced environment. Aside from my degree, I have held various internship positions at various companies that have provided me with important hands-on experience to work as a foundation to build my career in Engineering and software development.

In addition to my degree qualification, I recently took up a class towards my certification as a Engineering professional and have participated in at least two Mechanical forums to gain more knowledge on the current market trends, same goes for software development and Info technology as a whole. I am confident that my passion and enthusiasm for this field will prove valuable to your organization.

I look forward to an interview with you where we can have a detailed discussion on my suitability for the position. You can reach me anytime during the day on 0816888668. Thank you for your time and consideration.

Sincerely,

Christopher Okoro