

\_\_\_\_\_,  
**P.O BOX \_\_\_\_\_-20305,**  
**WANJOHI.**  
**Date:.....**

**P.O BOX.....**  
**NAIROBI**

Dear Sir /Madam,

**REF: APPLICATION FOR A JOB VACANT**

I am a \_\_\_\_\_ aged \_\_\_\_\_ and a former student in \_\_\_\_\_ High School . I did my \_\_\_\_\_ in the year \_\_\_\_\_ and I attained \_\_\_\_\_ in my final exam. Having worked in \_\_\_\_\_ for about \_\_\_\_\_ month in \_\_\_\_\_ , I have gained skills ,confidence, determinations and courage to handle and understand every customer in this global field of business to make the maximum profit possible. I have attached my mock exam as I was not able to access my result slip due to huge debt in .

I have further trained in computer packages at \_\_\_\_\_ where I attained certificate in computer packages.

I look forward waiting to hear from you soon \_\_\_\_\_

Thank you

Yours faithful,

\_\_\_\_\_