

Name: _____
P.O BOX _____ - 20117,
NAIVASHA.
TEL: _____

DATE : _____

**TO THE
MANAGER,**

**P.O BOX,
NAIVASHA.**

Dear Sir,

REF: APPLICATION FOR A JOB

I hereby apply for a job vacancy in your facility/company/institution.

I am a lady/Man aged _____ years old and a holder of Diploma in Human Resource Management. I completed my diploma in _____ and I have worked at _____ in Nairobi at the department of _____. This experience in the field of my career has boosted my knowledge and I believe if given a chance , I can work hard towards improving a general performance of your facility/company/institution.

Looking forward to be part of your professional team at your great facility/company/institution.

I will be glad to hear a positive feedback from you soon.

Thankyou in advance.

Yours faithfully,

Name : _____