Caroline Wangui Mwangi.  
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3rd january 2018

To The Human Resource manager,

Dear Sir/Madam.

REF :ACCOUNT CLERK VACANCY

It is my sincere wish apply for post of Account clerk in your reputable institution.

To begin with, I am a KCA University Student who pursued Accounting Technician Certificate (ATC) 1 and 2 and Certified Public Accountant (CPA) up to section five part III.

I worked with progressive credit ltd as relationship officer for one year.

I have profound leadership ability, good communication skills and command of verbal or written language. I am self - motivated, organized, flexible team player and will be able to deliver under demanding situations. I also pursue values such as integrity and diligence in all my responsibilities.  
I will appreciate your feedback on the position, it will be my pleasure to work anytime soon.  
Thank you in advance.

Yours faithfully,

Caroline Wangui Mwangi.