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# MARY WANJIRU

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**Dear Sir/Madam,**

To whom it may concern,

I am writing in response to your online advertisement, seeking a purpose oriented position in your establishment. I possess skills in customer service/support, telephone and online care, video and audio editing, camera and audio works and broadcasting that is backed up by my comparative Diploma from Multimedia University with a strong desire to work in a call center, customer support, front office, reception desk and or media production environment.

I believe I am a good candidate for the position.

You will see from my enclosed CV that I have gained a wide variety of both transferable and specific skills, which relate to working in offices and media houses:

**Customer Service and computer skills:** During my University studies, I expanded my knowledge and confidence across computer platforms of Apple Mac OS and Microsoft programs word processors and media production applications. I actively enjoy researching on the Internet and understanding of social media.

My customer relation experience has been increased by my current position of online and offline customer assistance work at Brighten and also at Sunspot Caterer especially with one on one interaction with clients and state has embolden my personality.

**Media experience:** My work experience placement at Africa24 Media gave me invaluable insight into the pre and post production processes of documentary production; with hands on experience of location shooting, studio filming, office work and general runner duties. My time at Africa24 Media required me to work with producers, film crews, voiceover artists, script writers and editors, Clear, concise and often very sensitive communicational skills were required.

**Interest in the Media:** My enjoyment and critical interest in the media (television, film, journalism, music, radio and new media) increased markedly throughout my diploma and has continued to grow since then.

I am available to start work immediately and I very much look forward to hearing from you in the near future.

Yours sincerely

*Mary Wanjiru*