

Question 2

Type the following letter on the headed paper provided. Use today's date. Address it to The Human Resource Manager, Mengo Manufacturers Ltd., P. O. Box 459, ELDORET. Take a carbon copy and address an envelope. The Reference is MB/PT/40. Use Indented Style and shoulder headings.

Dear Sir,

copy

Position of a typist

u/y

We are writing to find out if you have a vacant post for a typist in your south gate office in Eldoret

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[We would like to be given an opportunity to send one of our clients, Mrs. Joyce Ongwenyi, for an interview. She can come to your office at any time that is convenient to you. She has the

Typist: display items (i) - (iv)

following qualifications: (i) KCSE mean grade C minus

(ii) Typewriting stage I. (iv) Office Practice stage I (iii) Business English stage I

Work Experience

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She worked for Bondi Advocates in Eldoret for two years and has left to join her family in Kitale. You had stated in your letter that you are interested in having the post of typist filled by

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She is now interested in going back to work and take up a similar job. However, she would like to work on part time basis but can take a full time job if required to.

We hope to hear from you soon.

Character Joyce is reliable and efficient. She is always willing to help when she needed. She is outgoing and was quite popular with her colleagues.

Yours faithfully, MWANGAZA BUREAU
Anne Wendo, Director