

Jane Wanjiku Karanja

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11th September 2025

The Hiring Manager

Recruitment Department

Minigrp (on behalf of your client)

Email: [careers@minigrp.com](mailto:careers@minigrp.com)

Dear Hiring Manager,

**RE: APPLICATION FOR STOREKEEPER POSITION**

I am writing to express my keen interest in the Storekeeper position at your client's avocado and avocado oil export company in Ruiru. With a strong background in record-keeping, inventory management, and organizational support, I am confident in my ability to contribute to the smooth running of your storage operations.

I hold a Diploma in Information Communication Technology, which has equipped me with advanced skills in data entry, digital record management, and the use of Microsoft Office Suite (especially Excel). I am also familiar with inventory management systems, enabling me to track stock levels accurately, prepare reports, and support decision-making. My training and work ethic have strengthened my attention to detail and ability to manage both physical and digital inventory records efficiently.

In addition, I understand the unique demands of a fast-paced export environment, where timely movement of packaging materials, spare parts, and finished products directly impacts production efficiency and customer satisfaction. I take pride in being reliable, honest, and hardworking, and I am committed to maintaining an organized and well-managed store to support both production and quality teams.

I have attached my Curriculum Vitae and academic certificates for your review. I would greatly appreciate the opportunity to discuss how my skills and experience align with the requirements of this role.

Thank you for considering my application. I look forward to the possibility of contributing to your client's continued success.

Yours faithfully,



Jane Wanjiku Karanja