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Hiring Manager

The House of Kemmy

Kigali, Rwanda

RE: Application for Digital Account Manager Position

Dear Hiring Manager,

I am writing to express my interest in the Digital Account Manager position at The House of Kemmy. With a background in Information Systems and hands-on experience working on digital projects, communication tasks, and organised content processes, I bring strong analytical thinking, adaptability, and a structured approach to managing tasks qualities that align well with successful client account management.

Throughout my academic and project work, I have gained experience in coordinating tasks, communicating with different stakeholders, and ensuring that deliverables are executed in an organised, timely manner. These skills give me a solid foundation for managing client expectations, clarifying requirements, and ensuring smooth collaboration with internal team responsibilities that are central to this position.

I am particularly attracted to this role because it involves balancing creativity with client communication, while ensuring that campaigns remain aligned with client goals. My ability to learn quickly, stay informed about digital trends, and work comfortably with various online tools puts me in a strong position to support social media planning, content development, and digital coordination. I am also attentive to clarity and tone when writing, which helps me produce professional communication, reports, and content drafts.

The emphasis your team places on organisation, timeliness, and performance measurement resonates strongly with me. I take pride in keeping work structured, maintaining clear communication, and ensuring that tasks are completed accurately. Additionally, my familiarity with digital platforms and content processes enables me to contribute proactively to campaign execution, basic content support, and client updates.

I am excited about the possibility of bringing my reliability, professionalism, and digital mindset to The House of Kemmy. I would welcome the opportunity to support your clients, contribute to effective digital campaigns, and grow within your dynamic environment.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills, commitment, and motivation align with the needs of your team.

Sincerely,

Clebert Sabin GANZA