

C/o Ronald Mkonda

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Lingadzi

Lilongwe 3

09th March, 2025

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The Executive Secretary
Local Government Service Commission

P.O. Box 766

Lilongwe

Dear Sir/Madam

Subject: Application for the Position of ICT Officer/Programmer

My name is Sekelani Ronald Mkonda, and I am a soon-to-be graduate in Information and Communication Technology (ICT) from Mzuzu University. I am writing to express my interest in the position of ICT Officer or Programmer as advertised.

My proficiency in a wide range of programming languages, including C++, Java, JavaScript, and Python, coupled with my expertise in systems analysis and design gained through years of continuous learning, will undoubtedly bring significant value to the operations of the Civil Service Commission.

I believe I am a strong candidate for this position due to my solid understanding of algorithm design and analysis, as well as my excellent communication skills. I have the ability to explain complex technical concepts in a clear and accessible manner to non-technical audiences, which is essential for effective collaboration and decision-making.

Additionally, my ability to manage large volumes of data through skilful use of database management systems such as MySQL and PostgreSQL will contribute to the efficient operations of the Civil Service Commission. Data is a critical asset for informed decision-making, and I am confident that my skills in this area will be an asset to your team.

I have attached my CV and relevant academic documents for your review. Thank you for considering my application. I would welcome the opportunity to discuss further how my skills and experiences align with the goals of the Civil Service Commission.

Yours faithfully,

Sekelani Ronald Mkonda