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Cover Letter

Application for Data Capturer Position (Ref: G12/2025)

Dear Hiring Manager,

I am writing to apply for the permanent Data Capturer position as advertised for the Department of Health. As a recent matriculant with a Senior Certificate (NQF Level 4), I am eager to begin my professional journey in a role where I can contribute meaningfully while continuing to learn and grow.

Although I have not yet held a formal position, I have developed strong computer skills during my schooling and through personal practice. I am confident in my ability to handle data entry tasks with accuracy and efficiency. I am also comfortable working with digital systems and have basic knowledge of Microsoft Office, especially Excel and Word.

I am also good at working with others and can stay calm and focused, even when things get busy. I believe I can do well in this job and help your team with the important work you do.

I am excited about the opportunity to join your team and am confident that I can contribute positively to your company's success. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Warm regards,
Nompumelelo Megan Ntshangase
078 815 6166

NOMPUMELELO MEGAN NTSHANGASE

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Objective

I am a motivated and diligent individual, eager to acquire new skills and knowledge. I'm excited to learn by working with a team of professionals. I'm a good a communicator and working with others. I always try my best to do well in any job I'm given. I'm flexible and don't give up easily when faced with challenges. I love learning new things and working together with others. I believe I can do well in any job. I'm always ready to solve problems and do my best.



Education

Isolomuzi Secondary School

2023

Grade 12



Skills

- Communication: Expressing ideas clearly and listening attentively
- Teamwork: Working collaboratively with others towards a common goal.
- Problem-solving: Identifying issues and finding effective solutions.
- Time management: Organizing tasks and prioritizing them to meet deadlines
- computer skills: Familiarity with using computers and software programs



Reference

Xulu - Isolomuzi Secondary School

Principal

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