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17 August 2021

**HR DEPARTMENT**

Cheetah Conservation Fund

P O Box 1755

Otjiwarongo

Dear Sir/Madam

**Subject: Application for CCF Namibia Internship**

My name is Johanna N.M Nakale and I would like to express my interest in applying for the position for internship in your organization. I am a 4<sup>th</sup> year Tourism Management student at the University of Namibia.

I am currently studying to complete my Honors degree, besides that, I have worked at Bwana Tucke Tucke tour operator as an intern in 2019. I have witnessed and gained deeper knowledge and understanding on receptionists, where I have done work, such as picking calls and giving feedback to all inquiries and responding to emails, I have prepared file for clients, with all their bookings and copy of maps to their destinations, I created invoices for clients, I have booked complete trips for clients and also recorded the business transactions and dealt with its accounting books. I have also done an internship with Eco Awards organization in 2021 where I did editorial work, I have edited readiness documents and provided the final document for certificate preparation. I am ready to take on a bigger supremacy role with more responsibilities and attributes.

I am hardworking individual with a strong desire to excel in every task I engage. I am also a team player who strives to maintain a high standard of ethical and a moral principle. I have a firm sense of responsibility, hardworking, quick learner with the ability to organize and produce results even produced under pressure.

I would welcome the opportunity to discuss my qualifications in a personal interview arranged at your convenience.

Thank you for your cooperation.

Yours Faithfully

Johanna Nakale

