

Vistorina Nambundunga
P O Box 2500
Oshakati
Namibia

06 December 2020

Cheetah Conservation Fund
P.O. Box 1755
Otjiwarongo
Namibia

Dear Sir/Madam,

APPLICATION FOR THE WORKING GUEST OPPORTUNITY

I hereby apply for the above mentioned position at your prestigious organisation which was advertised on your website. I have obtained a Bachelor of Technology in Economics in 2014 from the Polytechnic of Namibia which has transitioned into Namibia University of Science and Technology and I have completed my Master of Arts in Economics in June 2017 from Jadavpur University, India.

Since 2019, I have been volunteering at the Martin Luther King, Jr.: American Corner at the Ongwediva Multi-Purpose Centre. At the Centre, we have been running a reading club with Peace Corps. In addition to that, I am currently employed as a part-time Economics Lecturer at the International University of Management (Ongwediva campus). This is a position I have held since 2018. My duties as a lecturer include teaching undergraduate programmes, research supervision, administering assignments and tests, setting and marking examinations. In 2015, I worked at the Bank of Namibia as a Portfolio Analyst. My duties included drafting the Performance Memorandums, Quarterly Investment Reports and updating the databases of the bank on a daily basis. Last but not least, I was an intern in 2014 at the Ministry of Fisheries and Marine Resources where I was tasked to update and audit data inputs in the Fisheries Industry Performance System Cheetah Conservation Fund.

I am highly organized with good time management skills. I thrive in a fast-paced environment and have excellent customer service skills. Above all else, I know my way around an office. In addition to that, I have good communication, numerical/analytical, conceptual, planning, research and computer skills. I am reliable, hardworking and attentive to details. I am result driven, quick to pick up new skills and eager to learn from others. I am able to work on my own initiative or as part of a team.

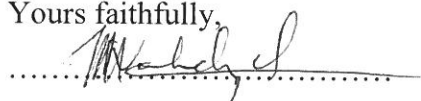
The volunteering experience which I possess shows how passionate I am about making a difference in societies voluntarily. Also, I do believe in the Sustainable Development Goals (SDGs hence, the sustainable use of ecosystems need to be protected, restored and promoted. I would like to contribute proactively to the attainment of Africa's development targets and goals. I would therefore be thrilled to continue serving the African community in a volunteer capacity with the Cheetah Conservation Fund.

It is my goal to combine my proven success in both independent and team-oriented environments and bring my professionalism to the Cheetah Conservation Fund so that I may help make a difference in the community. I have no doubt you will find me to be an excellent candidate for this position.

I would welcome an interview and hope to hear from you at your earliest convenience.

Thank you for your favourable consideration.

Yours faithfully,



Vistorina M.M Nambundunga

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