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August 17, 2021

The HR Manager

Cheetah Conservation Fund

Windhoek, Namibia

**Ref: Application for Internship/ Volunteer**

Dear Sir/Madam

This letter serves as an opportunity to get to know more about me as a prospective candidate for the position of Intern or volunteer as advertised in the University of Namibia website. I would like to tell you about my skills, background, and my professional abilities.

My interest in the position stems from a desire to practically apply my extensive marketing and communication knowledge towards promoting your company’s public image and brand, as well as learning more from the organisation. My training and experience as a strategic communicator along with my excellent written and verbal communication skills, ability to work under pressure and meet strict deadlines, confidence in public speaking and campaigning, ability to develop and implement PR strategies, and strategic thinking make me an ideal candidate for the job. I know that I would be a valuable addition to the team at Cheetah Conservation Fund (CCF).

I have a B. Tech in Public relations management from Walter Sisulu University and currently enrolled for master’s degree in Journalism and Media Technology at Namibia University of Science and Technology. I have experience in public relations, marketing, planning and organising. In my most recent role at Abbie Data Research Support Solutions as a freelancer I achieved to put the business on the map by making the brand known by the company`s target market and managing all administrative work. This resulted in the increased sales and growth of the business.

I am eager to take on a new challenge and I see this as the perfect opportunity to contribute and grow. I am excited to be applying to Cheetah Conservation Fund (CCF) and I truly admire the drive of your organisation to be the internationally recognized center of excellence in the conservation of cheetahs and their ecosystems. I would feel privileged to be a member of CCF’s team and share a vision of seeing a world in which cheetahs live and flourish in coexistence with people within a sustainable system that is protective of the environment, socially responsible, and economically viable.

Please find attached my CV and academic record. Feel free to contact me directly should you require anything further.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Faith Mundodzi.