

David Mwelwa,
C/O Ministry of Health,
Chawama General Hospital;
P.O Box 50827,
LUSAKA.

21st September, 2023.

The Director,
Human Rights Commission,
Human Rights House (Ministry of Lands Premises)
Independence Avenue
P.O Box 33812,
LUSAKA.

Dear hiring manager,

SUB: APPLICATION AS REGISTRY CLERK- KABWE

I write to respond to your advertisement in which you intend to hire a Registry Clerk. I am excited to declare my interest to apply in the same capacity with pledged commitment. I believe I can make valuable contributions to your organization.

I have pursued a Bachelor degree of Science in Computer Science at DMI St. Eugene University and I wish to take advantage of this opportunity to join your reputable organization. I have volunteered in a similar position in the Ministry of Health for more than a year and acquired excellent and relevant skill-set and experience that meet your requirements. I am ready to adjust to any work environment pertaining to the job and readily available to work with your organization whenever my service is needed.

I am extremely enthusiastic about being part of the shortlisted candidates and I would proudly welcome the opportunity to contribute to the efficacy and effectiveness of your organizational operations.

Kindly consider my application favorably.

Thank you, I look forward to hearing from you soon.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'David Mwelwa', with a stylized flourish at the end.

David Mwelwa

Email: davidgarciajr955@gmail.com

Contact: 0777488735