DAVID MWELWA,

C/O MINISTRY OF HEALTH,

CHAWAMA GENERAL HOSPITAL;

P.O BOX 50827,

LUSAKA.

25th September, 2023.

TO THE HUMAN RESOURCE,

Ciheb, Zambia.

Dear hiring manager,

**SUB: APPLICATION AS DATA ENTRY CLERK.**

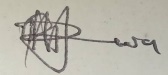
I write to respond to your advertisement in which you intend to hire Data Entry Clerks. I am excited to declare my interest to apply in the same capacity with pledged commitment. I believe I can make valuable contributions to your organization.

I have pursued a Bachelor of Science in Computer Science at DMI St. Eugene University, Lusaka 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, Email: davidgarciajr955@gmail.com

Contact: +260777488735

David Mwelwa