

Gift Muwele

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Date: 21st/05/25

To:

The Hiring Manager

Subject: Application for Short-Term Data Management Contract Position

Dear Sir/Madam,

I am writing to express my interest in the short-term contract opportunity for a student or recent graduate in IT or Computer Science, as advertised. I am a final-year student at the University of Zambia, completing a Bachelor's degree in Information and Communication Technology, and I will be graduating this Friday.

I am confident in my ability to contribute effectively to your team. During my academic journey, I have worked on various projects that required cleaning and organizing data using Excel and Google Sheets, applying formulas, and using statistical tools to derive meaningful insights. I also participated in a research project that involved survey data analysis and presented our findings at the ETD 2024 International Symposium.

My background in software tools such as Python, Flask, and LaTeX as well as use of Microsoft Excel equips me well for the tasks outlined in the job description. I am detail-oriented, quick to learn, and committed to delivering high-quality results within deadlines.

I am available to begin immediately and am eager to contribute my skills to support your organization. I have attached my CV for your review, and I look forward to the opportunity to discuss how I can be of value to your team.

Thank you for considering my application.

Sincerely,

Gift Muwele