

Nkhatabay Secondary School
Post Office Box 46
Nkhatabay

24th April 24, 2025

The District Commissioner
Nkhatabay District Council
Private Bag 1
Nkhatabay

Dear Sir/Madam,

Application for Data Capture and Reporting Position

I am writing to apply for the Data Capture Officer position. I hold the Malawi School Certificate of Education (MSCE) with credits in English and Mathematics, along with a Certificate in Computer Science.

With my qualifications and computer skills, I am confident in my ability to handle tasks such as capturing data during system downtimes, updating patient outcomes in the e-Mastercard application, and ensuring accurate reporting for health services.

Thank you for your time.

Yours faithfully,
petros manyeka