

Naomi Makalani
Kamuzu Academy
Private Bag 1
Kasungu

October 10, 2025.

People & Culture Manager
VisionFund Malawi
Private Bag A232
Lilongwe

Dear Mr. Malumbe,

RE: Application for the Position of Data Entry Clerk

I am writing to express my interest in the Data Entry Clerk role at VisionFund Malawi, advertised on Job Search Malawi. My educational background in data collection and entry, complemented by a Bachelor's degree in Commerce (Entrepreneurship), positions me well to support the organization's goal of transforming lives through financial inclusion.

With nearly two years of experience in data entry and administrative support, I have become proficient in accurately capturing and managing data with tools like MS Excel. As a Personal Assistant, I consistently adhere to data quality standards, ensuring timely and error-free data entry. My keen attention to detail and organizational skills enhance data processing efficiency and facilitate smoother office operations.

As a Christian, I am particularly inspired by VisionFund Malawi's mission to empower vulnerable families via inclusion and to ensure children live full lives, as Jesus promised. I believe my core values of integrity, diligence, and service align with the organization's dedication to uplifting communities with compassion and professionalism.

Thank you for considering my application. I am available at your convenience via 0998706776 or makalaninaomi@gmail.com to discuss how my skills can contribute to VisionFund Malawi's goals. I look forward to the opportunity to be part of your team.

Sincerely,
Naomi Makalani.