COVER LETTER & CURRICULUM VITAE OF BERA LAYOLA

Dear Sir/Madam

I am a dedicated young male who is accountable and reliable. Coming from a humble background, I have a clear understanding of the importance of hard work for success in any aspect of life. I am willing to work hard, driven and have a profound determination to bring change as I long for it in my own life.

Life experiences, circumstances and studies have equipped me with resilience which I believe is the key to excellent performance and achievement. I promise to deliver at the fullest of my ability and can withstand long working hours. Working in any environment is not a problem because I know that success is earned through dedication and hard work.

I look forward to hearing from you at your convenience

Yours sincerely Bera Layola

Personal Details

Surname : Bera First name : Layola

Date of birth : 04 December 2000

Residential address : Msukeni

Mount Ayliff

4735

Postal address : Jojo Senior Secondary School

PO Box 58 Mount Ayliff

4735

Gender : Male

Marital status : Single

Nationality : South Africa

Identity number : 001204 5393 084

Home language : IsiXhosa

Other language : IsiZulu, English
Health : Excellent
Criminal offense : None

Hobbies : Reading

Next of kin : Miss N Bera (Mother)

Contact Information

Cell phone number : 073 201 4124

E-mail address : beralayola9@gmail.com

Higher Education

School attended : Zibokwana Senior Secondary School (2017-2020)

Highest grade passed : Grade 12

Subject done : IsiXhosa Home Language, English First Additional Language, Mathematics

Life Orientation, Geography, Life Sciences, Physical Science and Tourism

Year of completion : 2020

Skills

Interpersonal and Communication skills

Planning

Computer Literacy MS Office – Word

vvolu

PowerPoint

Excel Outlook

References

1.

Name : Mr. S Bera Position : Educator

Contact number :