



Melkamu Abera Worku



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Addis Ababa, Ethiopia



August 30, 2021

**To: Cooperative Bank of Oromia**

**Subject: Request for a job vacancy on Graduate Trainee (Digital Banking)**

Dear Sir/Madam

Thank you for taking the time to read this letter. I am writing to you to formally request that to consider me a perfect fit in your organization for the Graduate Trainee (Digital Banking)

I am young, motivated, and energetic. In addition to this, my strengths include quick problem-solving ability, honesty, discipline, loyalty and adopting new technologies and skills, creativity, hardworking, determination, knowledge-seeking, team player, enthusiasm, and commitment for work, and I am kind of a person who loves what I do. I am fully confident that I will be able to contribute effectively to your organization. Because I want to gain valuable experience in a managerial role with advancement potential and I am fully fit the job requirements and typical responsibilities.

I am excited with your company's vision and want to start the path of becoming one of your future leader. I am willing to come in for an interview to connect and learn about your company more, its goals, and objectives. I look forward to hearing your positive response.

Thank you for considering my application.

Sincerely Yours,

Melkamu Abera

Full Name: Melkamu Abera Worku

Sex: Male

Marital Status: Single

Date of Birth: Aug. 12<sup>th</sup>, 1997

Nationality: Ethiopia

Occupation: Fresh University Graduate

## ABOUT ME

I have great potential on create and give presentations, making research ways to increase profitability and lower risk for the company, participate in company's strategic planning, met performance of goals and objectives set by management, help management complete daily tasks, identify and establishing new business, giving demonstration, training and presentations to help clients discover and understand products, organizing sales visits, attending trade exhibitions, conferences and meetings, ensuring that sales target are met, liaising with existing clients, preparing tenders, proposal and quotations, providing pre-sales and post-sales support, and negotiating contracts, terms and conditions.( I got those experience from my internship program)

## RESEARCH

- **During my internship at Oromia ICT Center** “website development and Database management ” September 2019.
- **Project Management (course)** “Wastage Disposal Strategies for ASTU” December 2019.
- **Undergraduate project for semester :** “AI based Text book and information summarizer” March 2021.

## PRESENTATION

- **Summer Internship**, Adama, in campus September 2019.
- **Project Management (course)**, Adama, in campus “Wastage Disposal Strategies for ASTU” December 2019.
- **Energy Converstion (course)** Adama, in campus “Renewable Energy for Developing Countries” February 2020.

## SKILL

- **Language:** Afan Oromo (Excellent), English (Intermediate) and Amharic (Excellent).
- **Software:** SCADA, Seimens (Intermediate), AutoCAD Electrical, Matlab and Proteus 8 professional.
- **Computer:** Proficient in Windows , Linux and Mac OS, Microsoft Word, PowerPoint, and Excel.
- **Driving Licence:** Grade Three
- **Online Video conferencing software:** Zoom/google(Google Meet, Google Forms, Google Classroom)

## EDUCATION

- From School of Electrical Engineering and Computing  
**BSc Degree in Computer Science and Engineering**  
ADAMA SCIENCE AND TECHNOLOGY UNIVERSITY  
ADAMA  
Expexted graduation: September 2021
- From Adama Poly Technic Colege  
**Level 1 in Basic Electrical Electronic Service**  
Finished: July 2019.

## CAMPUS INVOLVEMENT

- Member of Space Science Club.
- Member of Innovation Club.
- Member of Student Police (Coordinator).
- Member of Peace Forum.

## VOLUNTEER EXPERIENCE

- During summer time I participated in different voluntary action at my home town.

## CERTIFICATIONS

- Electronics Maintenance.
- Entrepreneurship training workshop.
- Voluntary action In Teaching.

## RECOMMENDATION LETTER

From my departement teachers I have recommendation letter.

## REFERENCE

Available upon request.