Application letter

Date: - 21, July 2014 E.C Name: - Enkubahri Daniel Getachew

Gondar University Graduate Cell phone: - 0949007670

**To :(”**Any organization Name**”)**

**Dear Sir/Madame,**

I’m writing to you as you are well aware is to apply for the job opportunity your company has put on notice. Hence, I am writing this letter of application to be a member of your staff since I satisfy the necessary criteria set by your organization for applying for the “**Whatever postion**” in your company .I graduated from the university of Gondar in the computer science field and I am writing this letter of application because I am very interested with working within and being a part of your organization.

I have B.Sc. degree in “**Whatever field**”. I am told that I’m good in communication, teamwork, ability to grasp new things fast; I am also dual language and feel that employing me in your institution would be a great asset. I hope that my professional qualification and commitment will meet or exceed your requirements and expectations. For more details my academic background and personal information is attached to my CV. I would gladly submit any relevant document or would be willing to appear to any test/interview at your convenience.

Yours Faithfully,

Enkubahri Daniel Getachew

**CURRICULUM VITAE (CV)**

1. **Personal information** 
   * Name Enkubahr Daniel Getachw
   * Sex Male
   * Age 23
   * Date of birth 1992 E.C
   * Place of birth Addis Ababa
   * Marital status Single
   * Nationality Ethiopian
   * Health Normal
   * Address Addis Ababa
   * Cell Phone Contact +251949007670
2. **Language skill**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Types of language | Listening | Speaking | writing | reading |
| Amharic | Excellent | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Excellent | Excellent |

1. **Educational background**

|  |  |  |
| --- | --- | --- |
| Educational | School Attended | Years of Attended |
| Elementary school | South West Academy | 1997-2004 E.C |
| Secondary school | Fountain of Knowledge School | 2005-2006 E.C |
| Preparatory school | Fountain of Knowledge School | 2007-2008 E.C |
| Bsc degree | Gonder University | 2010-2013 E.C |

**Qualification:**

* + I have Dijital computer traning application software certificate

1. **From 2009-2013 E.C Bsc degree from Bahir Dar University**
2. **Computer skill**
   * Basic computer skill