

APPLICATION LETTER

Habtamu Alemu

Gelan, Oromia, Ethiopia

Phone: +251 943 185 636

Email: qalul12233@gmail.com

Subject: Application for Entry-Level Information Technology Position

Dear Sir/Madam,

I am writing to express my interest in an entry-level Information Technology position at your organization. I will soon graduate with a Bachelor of Science degree in Information Technology from Jimma University, having earned a CGPA of 3.64 and an Exit Exam score of 82%.

Alongside my degree, I have obtained the following certifications:

- Artificial Intelligence Fundamentals – Udacity
- Computer Hardware Basics – Cisco Networking Academy
- Data Analysis Fundamentals – Udacity
- Digital Awareness – Cisco & OpenEDG
- Graphic Design – Jimma University (Cisco)
- Programming Fundamentals – Udacity

These credentials have equipped me with essential skills in hardware maintenance, software basics, programming logic, digital awareness, and design. Additionally, I have developed proficiency in AI tools and frameworks, including practical experience with machine learning models and data analysis pipelines. I also bring strong communication skills, teamwork, and adaptability to your work environment.

I am confident that my qualifications and motivation make me a strong candidate for your team.

I would welcome the opportunity to contribute to your goals and grow within your organization.

Thank you for considering my application.

Sincerely,

Habtamu Alemu

CURRICULUM VITAE (CV)

I-Personal Data

Full Name: Habtamu Alemu Abdi
Sex: Male
Place of Birth: Gelan, Oromia, Ethiopia
Date of Birth: 13/2/1994 E.c
Nationality: Ethiopian.
Marital Status: Single
Current Address: Gelan, Oromia, Ethiopia
Cell Phone: +251943185636
Email: galu112233@gmail.com

II, EDUCATIONAL BACKGROUND

A, Elementary Education

- 1, Name of the school: kiltu kare Elementary School (Grade 1-8)
Place: Gelan, Oromia, Ethiopia
Years attended: 2001-2009

B, Secondary Education

- 1, Gelan Secondary and preparatory School (Grade 9-12)
Place: Gelan, Oromia, Ethiopia
Years attended: 2010-2013

C, Higher Education

- 1, Name of the University: Jimma University
Place: Jimma, Oromia, Ethiopia
Years attended: 2014-2017
Qualification: **B.Sc. Degree in Information Technology**
CGPA: 3.64

III, Language Skill

	<u>Writing</u>	<u>Speaking</u>	<u>Reading</u>	<u>Listening</u>
1, Amharic	Excellent	Excellent	Excellent	Excellent
2, Afaan Oromo	Excellent	Excellent	Excellent	Excellent
2, English	Excellent	Very good	Excellent	Excellent

IV, Project

1. Final year project: High School E-Learning and Examination System for Jimma City Education office
2. My Portfolio link: - <https://habtamualemu.github.io/habtamu-alemu-portfolio/>

V, Computer and Programming language Skill

1. Good skill on basic computer application such as Microsoft Office (Ms Word, Ms PowerPoint, Ms Excel), Microsoft SQL server, Microsoft Visual studio, Microsoft Visio, CISCO Pocket Tracer.
2. I have basic skill working on different version of Windows operating system (Window 7, 8, 8.1, 10) and installing different types of software and also operating system.

3. I have good knowledge on HTML.
4. I have basic knowledge on JAVA, PHP, C++, CSS, C#, JAVA-script, React, Flutter.

VI, Hobbies

1. I like reading through different source.
2. I would like try to learn new things.

VII, Social Skills

1. I can work on stressed time and lots of people.
2. I can easily communicate with new people.
3. Team work, Diligent, Congeniality, Loyalty, creativity, Commitment, ethically well-equipped and good leadership qualities gained through my work on final year project.
4. I have good ability to adapt to multicultural teams, gained through my work experience on voluntary work on Jimma University Blood Donors Group.

VIII, References

1. Mr. Zerihun Olana M.Tech, MA,
Assistant Professor, Head of Department, Department of Information Technology, Faculty of Computing and Informatics, Jimma University, Jimma, Ethiopia
E-mail: zerihun.olana@ju.edu.et
Mobile: +251-912-45-53-76
2. Mr. Admas Abtewu M.Tech, MA,
Assistant Professor,
Department of Information Technology, Jimma University, Jimma, Ethiopia
E-mail: admes0922@gmail.com
Mobile: +251-912-49-91-02
Mobile: +251-917-02-03-80

IX, TRAININGS ATTENDED

Certificate for Completion and participation of trainings on the following area:

1. Certificate of Completion of Graphics Design from Cisco Networking Academy
2. Certificate of Completion In recognition of successfully completion the Huawei Seeds for the Future Program 2023-2024 from Huawei Seeds for the future
3. Certificate of course completion in Computer Hardware Basics from Cisco Networking Academy
4. Statement of Achievement in Digital Awareness from Cisco Networking Academy
5. Certificate of course completion of Cyber Threat Management from Cisco Networking Academy
6. Certificate of course completion in Network Defense from Cisco Networking Academy
7. Certificate of Endpoint Security from Cisco Networking Academy
8. Certificate Of Nanodegree Program Completion Programming Fundamentals from Udacity
9. Certificate Of Nanodegree Program Completion Artificial Intelligence Fundamentals
10. Certificate Of Nanodegree Program Completion Data Analysis Fundamentals
11. Certificate Of Nanodegree Program Completion Android Developer Fundamentals

XI, Declarations

I hereby declare that the above-furnished details are true and correct to the best of my knowledge and belief.

Habtamu Alemu Abdi.

Education Background

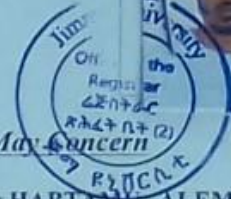


JIMMA UNIVERSITY

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OFFICE OF THE REGISTRAR

ሬጀስትራር ጽ/ቤት



ለማመልከት ይጻፍ

አቶ ሀብታሙ አለሙ አብዱ በኢንፎርሜሽን ቴክኖሎጂ የትምህርት መስክ በዓይንበ የባችለር ዲግሪ (መደበኛ) ሰኔ 13, 2017 ዓ.ም በመመረቃቸው ይህ የምስክር ወረቀት ተሰጥታቸዋል። ውጤታቸውም በአጠቃላይ 3.64 መሆኑን እናገለጽ። ዋናው ዲግሪና ትራንስክሪፕት በወጪ መጋራት ውል መሰረት ግዴታቸውን ሲወጡ የሚሰጣቸው ይሆናል።

የመውጫ ፈተና ፡ አልፈዋል ፤ ውጤት ፡ 82%


ከሰላምታ ጋር

To Whom It May Concern

This certificate is issued to Mr **HABTAMU ALEMU ABDI** upon his/her graduation with **B.Sc. Degree in Information Technology (Regular)** on **June 20, 2025**. His/Her CGPA is **3.64**. The original diploma and transcript will be issued upon the discharge of the cost sharing duty.

Exit Exam : Passed, Result: 82%

Sincerely


Buruk Wolde-Michael
Senior Director for the
Office of the Registrar,
Jimma University
Registrar/Assistant Registrar



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+251 47 111 2206
+251 47 111 1450



378
JU, ETHIOPIA



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http://www.ju.edu.et



Federal Democratic Republic of Ethiopia
Ministry of Education
Jimma University



CERTIFICATE OF COMPLETION

This is to certify that

Habtamu Alemu

Has Successfully Completed Graphics Design Training Program given at Jimma University Cisco Networking Academy from February 2024 to May 2024.

Given on May 2024

A handwritten signature in blue ink, appearing to be "Haymanot Kassahun".

Mr. Haymanot Kassahun
Instructor

A handwritten signature in blue ink, appearing to be "Hayafneh Haile".

Mr. Hayafneh Haile
Manager JU Cisco Networking Academy



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THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF EDUCATION
NATIONAL EDUCATIONAL ASSESSMENT AND EXAMINATIONS
AGENCY (NEAEA)

The Ethiopian General Secondary Education Certificate

This is to certify that HABTAMU ALEMU ABDI

has taken 10 (TEN) subject(s) in the 2019 (2011 E.C.)

Examination session and has earned the following grade(s) in 10 (TEN) subject(s)

Amharic	A	Biology	A
English	B	Civics	B
Maths	B	Geography	A
Physics	B	History	C
Chemistry	B	Afan Oromo	B

By virtue of which, this certificate is awarded, with

Araya G. Ezziabher Mchali
DIRECTOR GENERAL



AUGUST 2019 (2011 E.C.)

Zerihun Duressa
DEPUTY DIRECTOR GENERAL

Distinction _____ 4 A's

Great Distinction _____ 5 A's

Very Great Distinction _____ 6 A's and above

This certificate is invalid unless
it bears the NEAEA seal on the
Photograph of the candidate.



440343

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF EDUCATION
NATIONAL EDUCATIONAL ASSESSMENT AND EXAMINATIONS
AGENCY (NEAEA)
Ethiopian Secondary School Leaving Certificate Examination (ESSLCE)

This is to certify that HABTAMU ALEMU ABDI

has taken 7 (SEVEN) subject(s) in the 2021 (2014 E.C.)

Examination session and has earned the following score(s) in 7 (SEVEN) subject(s)

English	63
Maths (Natural)	66
Aptitude	63
Physics	65
Chemistry	85
Biology	65
Civics	95

TOTAL 502

Tefera Feyosa Gobosho

Vice Director, NEAEA



Gashaw Likie T. Mariam

Examinations' Registration and Exam Result computation
Directorate Director

December 2021 (Tahisas 2014 E.C.)

This certificate is invalid unless
it bears the NEAEA seal on the
background of the candidate.

N 2700678



HABTAMU ALEMU

has been presented the

Certificate Of Completion

in recognition for successfully completing the

Huawei Seeds for the Future Program 2023-2024

The program included 15 hours of instruction and mentorship from top industry experts on cutting edge technologies including 5G, AI, Cloud Computing and Digital Power. Participants also received the opportunity to participate in the Global Tech4Good competition through which they honed their skills in leadership, problem solving and entrepreneurship.

2023/11/06

Date

Jeff Wang

President

Public Affairs and Communications Dept.

Certificate of Course Completion

Habtamu Alemu

has successfully achieved student level credential for completing
the Computer Hardware Basics course.

The student was able to proficiently:

- Install components to build, repair, or upgrade personal computers.
- Describe common device hardware and preventive maintenance.
- Explain the features and functions of laptops.
- Explain the features and functions of mobile devices.
- Define general and fire safety standards.



Scan to Verify

December 18, 2024

Laura Quintana

Laura Quintana
Vice President and General Manager
Cisco Networking Academy

Statement of Achievement

Habtamu Alemu

has successfully achieved student level credential for completing the Digital Awareness course, provided by Cisco Networking Academy in collaboration with OpenEDG.

The graduate is able to proficiently:

- Explain digital technologies as a way to get life tasks done.
- Identify the basic functions of the most common digital devices.
- Navigate digital content effectively and responsibly.
- Understand the evolution of digital technologies and the importance of ethical and responsible usage.
- Manage digital online presence.
- Explain how to enhance digital proficiency



Scan to Verify

Laura Quintana

Laura Quintana
Vice President and General Manager
Cisco Networking Academy

Issued on: Oct 30, 2024

Certificate of Course Completion

Habtamu Alemu

has successfully achieved student level credential for completing
the Cyber Threat Management course.

The student was able to proficiently:

- Explain why organizations must conform with specific compliance frameworks according to institutional context.
- Evaluate network and systems vulnerability.
- Given an organizational context, create a vulnerability assessment plan by identifying and describing relevant threats.
- Explain how IT systems vulnerability is assessed.
- Select security controls based on organizational relevance and create a risk management plan.
- Explain how organizations recover from cybersecurity exploits.
- Given organizational contexts, recommend disaster recovery and incident response activities.
- Explain how forensic investigations of internal and external security incidents are performed.



Scan to Verify

Laura Quintana

Laura Quintana
Vice President and General Manager
Cisco Networking Academy

December 18, 2024

Certificate of Course Completion

Habtamu Alemu

has successfully achieved student level credential for completing
the Network Defense course.

The student was able to proficiently:

- Use cybersecurity concepts to document a network security posture.
- Configure security measures on network devices and Linux and Windows endpoints.
- Implement phases of identity lifecycle management.
- Configure a simulated network firewall.
- Recommend cloud security measures given a scenario.
- Determine the appropriate data protection mechanism to ensure secure transport and storage of network data.
- Explain how the public key infrastructure (PKI) is used to enhance data security.
- Implement virtual computing environments.



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Laura Quintana

Laura Quintana
Vice President and General Manager
Cisco Networking Academy

December 18, 2024

Certificate of Course Completion

Habtamu Alemu

has successfully achieved student level credential for completing
the Endpoint Security course.

The student was able to proficiently:

- Explain how types of data can present unique challenges, with examples.
- Document and recommend threat mitigation measures for common and emerging network threats that are relevant to a given organization.
- Configure a simulated network according to organizational requirements.
- Analyze malware files that have been extracted from packet captures.
- Evaluate endpoint security.



Scan to Verify

Laura Quintana

Laura Quintana
Vice President and General Manager
Cisco Networking Academy

December 18, 2024



MINISTRY OF HIGHER EDUCATION AND SCIENTIFIC RESEARCH
REPUBLIC OF IRAQ

الجمهورية العراقية
الوزارة العراقية للتعليم العالي والبحث العلمي



5°10'6"



REPUBLIC OF IRAQ
MINISTRY OF HIGHER EDUCATION AND SCIENTIFIC RESEARCH



MINISTRY OF HIGHER EDUCATION AND SCIENTIFIC RESEARCH

Verified Certificate Of Nanodegree Program Completion

Programming Fundamentals

Awarded to

HABTAMU ALEMU ABDI

November 5, 2024



UDACITY

Part of **Accenture**

Udacity has confirmed participation of this individual in this program. Confirmation at www.udacity.com/certificate/e/be926506-9b4d-11ef-bd5c-7b5ee14c5f3e.

Sebastian Thrun
Founder, Udacity



Verified Certificate Of Nanodegree Program Completion

Artificial Intelligence Fundamentals

Awarded to

HABTAMU ALEMU ABDI

November 4, 2024



Udacity has confirmed participation of this individual in this program. Confirmation at www.udacity.com/certificate/e/8e2edcb6-9aa6-11ef-b4e1-6fe24cd4b428.

Sebastian Thrun
Founder, Udacity

Verified Certificate Of Nanodegree Program Completion

Data Analysis Fundamentals

Awarded to

HABTAMU ALEMU ABDI

August 27, 2024

Udacity has confirmed participation of this individual in this program. Confirm program confirm.udacity.com/3MTEC349.



Sebastian Thrun
Founder, Udacity



الجمهورية العراقية
الوزارة العراقية للتعليم العالي والبحث العلمي

5106

SPSC 5554-151302
Ministry of Labor and Social Security



Verified Certificate Of Nanodegree Program Completion

Android Developer Fundamentals

Awarded to

HABTAMU ALEMU ABDI

November 5, 2024



Udacity has confirmed participation of this individual in this program. Confirmation at www.udacity.com/certificate/e/056d9142-9aa6-11ef-bbf0-6708afd3f751.

Sebastian Thrun
Founder, Udacity