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24th July 2022

Secretary,
President's Office,
Public Service Recruitment Secretariat,
Utumishi Building,
University of Dodoma & Asha Rose Migiro Buildings,
P.O. Box 2320, Dodoma.

**RE: A JOB APPLICATION FOR THE ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER
AT AGRICULTURAL SEED AGENCY (ASA)**

Please refer to the heading above. My name is Jawad Charles, 24 years old Tanzanian with a diploma in Computer Engineering from the Dar es salaam Institute of Technology (DIT).

I'm writing this letter to apply for the assistant information communication technology officer at agricultural seed agency (ASA). I am confident that I fit the position because I'm strong, motivated and equipped in variety of skills in the field of Computer Science. I possess the ability to learn and adapt very fast according to different environment and situations, I will be of great asset to the company's workforce.

In my career as a computer technician, I have collected various skills such as programing, computer networking, computer maintenance, electronics concepts, software installation, presentation skills, project management, database management, perfect typing skills and more. I've worked with different personnel and have been complimented for possessing enthusiasm towards this field of computer science, patience and the strong ability to blend in teams and work professionally without supervision.

I'm flexible and open to meeting with new experiences in life because they are a precursor to personal and impersonal growth. Due to the experience, I have and being a young motivated fresh computer technician, I will work with **ASA** accordingly in order to achieve the objectives and goals set in serving the country if you offer me the chance to work with you.

Thank you for taking time to review my application, I'm excited to learn more about this opportunity from you. I look forward to hearing from you soon.

Yours sincerely



Jawad Charles Mkundi