

Mr. Samkelo Dlamini

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Dear Hiring Manager.

RE: REQUEST FOR PLACEMENT – LEARNING AND DEVELOPMENT CONSULTANT

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as your prestigious organisation. I am confident that my knowledge, technical acumen and exposure allow me to deliver successful results for any company in a range of Training Development Coordination, Business Administration, Policy compliance inclined positions.

My general areas of expertise and professional input are as follows:

- able to effectively manage my time through careful planning and organization of work activities
- Performance Management System and Policy Compliance
- excellent communication skills that result in positive interpersonal relationships
- Job evaluation through participation and ensuring deliverables are met according to policy
- data informed reporting to enable decisions on talent and future competency requirements
- development of suitable programs and monitoring progress and evaluation in liaison with line Management
- strong computer skills with proficiency in MS Office, research and electronic communication

It is imperative that I succeed in my endeavours of finding a reputable organisation just like your institution where I will be able to identify me as a candidate who has potential to be an asset and a driven force of positive change within its precincts. I am confident that my professional skillset and eagerness to learn will be an added advantage for me as I engage in this position that require hard work, enthusiasm and reliability.

The enclosed is my resume that expands on my qualifications, experience and overall breakdown of my potential as a future employee.

Thank you for your time and consideration. I look forward to hearing from you soon.

Mr. Samkelo Dlamini

Educational Coordinator, Business Admin & Legal

Professional 76270012

