

MacMillan Matlaila

0764786139 | macmillanmatlaila@gmail.com | Pretoria, Gauteng

AUGUST 23, 2024

Dear Hiring Manager:

My name is MacMillan Matlaila and I'm writing this letter to express my interest in the opportunity advertised. I'm an IT student albeit having not completed my diploma at Tshwane University of Technology, the courses covered in my time there broadened my computer knowledge particularly in the field of programming (Java) and understanding logic. I'm familiar with your company and it's commitment to it's client base. I'm excited about the opportunity to learn and contribute to your company's success.

I have experience in Information Technology as I have not completed diploma which I plan to complete. In my uncompleted studies, I learned how to set up a network through Cisco granting me understanding of Network protocol as well as how the internet works, I improved my mathematical skills and learned how to apply my knowledge to the designing of computers. I have knowledge of computer hardware and the architecture of it's hardware for effective functionality. My studies also equipped with knowledge on computer repair, troubleshooting and to a small extent safety protocols. I also possess experience and knowledge of customer service from my early years volunteering at my family's practice

Along with my unfinished IT studies, I possess strong communication, leadership and innovative skills. I am committed to improving my knowledge of the Information technology so that I can increase the efficiency of my work

I believe that my studying experience make me an ideal candidate for this learnership opportunity, and I'm excited about the opportunity to work and gain knowledge at such an impressive company. I've attached a copy of my Curriculum Vitae with this letter, along with references for you to contact. If you have any questions about my application, please don't hesitate to contact me via phone or email. I look forward to the opportunity to discuss this role with you further.

Sincerely,



MacMillan Matlaila

Curriculum Vitae of MacMillan Matlaila

Introduction:

I am a diligent team player and leader who is trustworthy, detail oriented and keen to continue learning and improving my skills. I'm skilled in managing a team, collaborating with others. I'm a critical thinker who enjoys problem solving

Personal Information

Surname: Matlaila

First names: Lesiba Tshepo MacMillan

Title: Mr

Home address: 329 Mont Acres

Telephone number: 0764786139

Date of birth: 23rd October 1996

Age: 27

Identity number: 9610235950083

Nationality: South African

Marital status: Single

Health: Good

Driver's license: Code 08

Criminal record: None

Education and training

High School : Cornerstone College Pretoria

Matric Subjects : Mathematics(HG), Physical Science, Life Science, Life Orientation, English(FAL), Sepedi(HL), Geograpy

(Copy of certified senior certificate attached)

Special Training :

Volunteer / non-trained work : Deputy Preciding Officer (IEC National Party Elections 2024)

Post Qualifications :Unfinished IT diploma

Skills gained during career and training :

Leadership skills : As Deputy Presiding officer for IEC I trained staff, learned to deal with demanding people, changing workloads and colleagues not showing up to work. I learned diligence, perseverance and that teamwork pays off

MsOffice

Extensive computer skills including programming and coding

References :

Kelebogile Mele - Presiding officer IEC
0848428319

Mr Devenhuis - Area Manager
0813172830

Tshepiso Dibakwane - Manager
0630999615



REPUBLIC OF SOUTH AFRICA

Replacement National Senior Certificate

Issued to

LESIBA TSHEPO MACMILLAN MATLAILA

Identity number 9610235950083

Exam number 8152205820061

Subject

Sepedi Home Language
English First Additional Language
Mathematics
Life Orientation
Geography
Life Sciences
Physical Sciences

%
73
74
66
82
73
65
58

Achievement level

6
6
5
7
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DIE OORSPRONKELIKE DOKUMENT WAT AAN MY VIR WAARNEMINGS VOORLEGE IS.
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IS NIE.
I CERTIFY THAT THE DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE
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This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2015

M. S. LAKOMETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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General and Further Education and Training
South Africa
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(See reverse for more information)

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 961023 5950 083



S.A.CITIZEN

SURNAME
MATLAILA

FORENAMES

LESIBA TSHENO MACMILLAN

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH

1996-10-23



DATE ISSUED

2012-12-12

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS

SOUTH AFRICAN POLICE SERVICE

COMMUNITY SERVICE CENTRE
SINOVILLE

2024-08-26

PO BOX 564
STEVENS 0150

SOUTH AFRICAN POLICE SERVICE

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