COVER LETER.

0763936097/0659579796

Olwethumalumla31@gmail.com

11651 Tsakani Street

Brown’s Farm

Philippi

7785

Cape Town

Contact: 0763936097

**Job application**

**Dear Employer**

As a highly motivated and dedicated young adult with strong interpersonal and communication

Skills, I would like to apply for a job.

I would love to be given this opportunity as it will allow me to learn and grow.

This experience will allow me to develop strong time management, technical skills and organizational skills,

Which I see as being very important when seeking to be recognized as one of the top IT technicians.

Personal attributes that I believe make me suitable for this position **include:**

**Motivation**: I am young and passionate about IT, I have basic knowledge about IT as well as a bit of experience.

**Communication**: School events has allowed the development of communication skills.

**Customer Service**: Assisting with the sale of products at community events has allowed the

development of customer service skills.

I enjoy working with others and believe that my strong communication skills will ensure that I

can meet the expectations of this opportunity.

I would very much appreciate the opportunity to demonstrate my capabilities to you in

person.

I believe that I have a lot to offer your organization. I look forward to discussing my

application with you at an interview. I have enclosed a copy of my CV for your consideration.

I can be contacted at all times on the details provided above.

**THANK YOU IN ADVANCE.**

KIND REGARDS

OLWETHU MALUMLA

***PERSONAL DETAILS***

First Name: Olwethu

Last Name: Malumla

Date Of Birth: 31 January 2001

Nationality: South Africa

Civil Status: Single

Nationality: South African

Gender: Female

Disability: None

Criminal record(s) None

Home Language: IsiXhosa

Other Languages: English (Read, Speak and write)

State of health Excellent (non-smoker)

Availability From 30th September 2024

***OBJECTIVE***

I seek challenging opportunities where I can fully use my skills for the progress of the organization to obtain entry level position at this respected organization and utilize the experience and education I’ve obtained so far. I am highly driven, I have great communication skills, I bring an environment that encourages others and that allows me to grow. I look forward to improving my skills, experiences and capabilities.

***PERSONAL ATTRIBUTES***

* Fast Learner
* Always keen to learn and share new ideas
* Able to work individually but can work with a team as well
* Able to work under pressure
* Good interpersonal skills

***EDUCATIONAL BACKGROUND***

Last school attended: False bay College Fish Hoek Campus

Course: Information Technology & Computer Science (NCV LEVEL4)

Year: 2022

Achievements: Comptia A+ and Comptia N+ National ( awaiting certificate )

Institution: Northlink College Tygerberg Campus

Experience: IT Support Intern

Company: Northlink Tygerberg Campus

Year: 2023

Duration: 6 months

Current Occupation: Student

Institution: Life Choices Academy

Course: Full Stack Software Developer

***REFERENCES***

|  |  |  |
| --- | --- | --- |
| ***NAME*** | ***RELATIONSHIP*** | ***CONTACT NUMBER*** |
| Mr S Karriem | Mentor | 082 307 2537 |
| Mr G Arries | Trainer/Lecturer (N.Link) | 076 838 6714 |
| Mrs P Chivige | Lecturer (F.Bay) | 071 895 6094 |
| Mr G Magwaza | IT Program manager & Lecturer (F.Bay) | 073 415 1906 |