

CLEOPHACE KAJETANI

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30th January 2024.

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SECRETARY,

PRESIDENT'S OFFICE,

PUBLIC SERVICE RECRUITMENT SECRETARIAT,

P.O.BOX 2320,

UTUMISHI BUILDING AT THE UNIVERSITY OF DODOMA

DR. ASHA ROSE MIGIRO BUILDINGS, DODOMA.

Dear Sir/Madam,

RE: APPLICATION FOR IT OFFICER II (DATA BASE ADMINISTRATION).

The heading above is concerned. This is **Cleophace Kajetani**, a Tanzanian Male aged 28 years old and a graduate of **Bachelor of Science in information System (BSc. IS)** at **University of Dodoma (UDOM)** with an overall **G.P.A of 3.1 out of 5**. I am writing to express my interest in the position of IT OFFICER II (DATA BASE ADMINISTRATION). With my strong background in Information Communication Technology (ICT), I believe I am well-suited for this role and would make a valuable addition to your team.

Throughout my academic journey, I have gained a solid foundation in various areas of IT, including database management, programming languages, networking, system analysis and System development. Additionally, I have actively participated in workshops and training programs to enhance my knowledge and stay updated with the latest industry trends. I am confident that my technical knowledge, combined with my ability to effectively communicate complex ideas, would enable me Improving, managing, monitoring and managing data storage challenges. I am adept at breaking down complex concepts into easily understandable components. Furthermore, my strong organizational and time management skills ensure that I can handle multiple tasks and prioritize effectively. I am also well-versed in various educational tools and software commonly used in IT instruction, including programming environments, simulation software, and learning management systems. I am eager to leverage my proficiency in these tools to facilitate engaging and interactive learning experiences for students.

I am excited about the opportunity to work with experienced faculty members. I believe that my passion for IT and my commitment to fostering a positive and inclusive learning environment align perfectly with the objectives.

Thank you for your time and consideration.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'C. Kajetani', with a stylized flourish at the end.

Cleoplace Kajetani